Ministère de l'Éducation

1972-73

Memoranda
Notes de service

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Ministry of Education, Ontario

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Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: INTERNATIONAL TEACHING FELLOWSHIPS, THIRD SERIES, OFFERED BY THE GOVERNMENT OF VICTORIA, AUSTRALIA

The Government of the State of Victoria, Australia, is awarding International Teaching Fellowships effective from January, 1973 to December, 1974.

The fellowships are to be awarded to teachers with from four to ten years experience who have made significant contributions to the teaching of science and mathematics in the secondary schools and hold Type A or Specialist's certificates in those subject areas.

There will be thirty-six Fellowships for the United States of America, twelve Fellowships for the United Kingdom and twelve Fellowships for Canada, of which at least two will be awarded to teachers in Ontario.

The International Teaching Fellowships will enable a group of at least 60 experienced teachers to provide an international influence in the schools of Victoria. This contact will be a source of stimulation not only to teachers in Victoria but also to the Fellows themselves and should enable them to contribute greatly to education in their own countries when they return.

Conditions of the Fellowship Award

1. Each Fellow will carry a full-time teaching assignment commencing on February 1, 1973, and concluding in December, 1974. The teaching assignment may include the preparation of students for external examinations at the secondary school graduation level.

2. The total value of the two-year Fellowship will be approximately $19,000 (Canadian) and will be provided by the Government of Victoria as an allowance for travel, moving, and living expenses. The allowance will not be subject to taxation in Australia.

(over)

3. An International Teaching Fellow will be able to teach in the secondary schools of Victoria, to study curriculum and other educational developments in Victoria, and travel as he desires in all Australian states during vacation periods.

4. The Fellowship cannot be awarded unless the teacher is able to obtain leave of absence from his present employer without pay for the period of the Fellowship.

5. Arrangements can be made to make contributions to the Teachers' Superannuation Fund in Ontario for the period of the teacher's leave of absence.

Applications for International Teaching Fellowships

1. Applications for the Fellowship award from qualified teachers must reach the Registrar no later than Monday, October 2, 1972:

The Registrar,
Ontario Ministry of Education,
17th Floor, Mowat Block,
Queen's Park,
Toronto 182, Ontario.

2. Each applicant should provide a curriculum vitae of qualifications and experience which can be forwarded to the educational authorities in Australia. No application forms are available.

3. Until the applicant is contacted concerning the granting of the Fellowships, no enquiries should be made to school boards concerning leave of absence.

J F Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

September 8, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ENROLMENT IN A CORRESPONDENCE COURSE FOR A SENIOR DIVISION DAY-SCHOOL STUDENT WHO IS CURRENTLY ATTENDING A PUBLICLY-SUPPORTED SECONDARY SCHOOL

As an experimental program, a student of the Senior Division of a publicly-supported secondary school may be enrolled in a correspondence course in a Senior Division subject which, for various reasons, he is unable to take at the school. Each application will require the recommendation of the school principal and the Regional Director of Education.

As this is an experimental program, it will be evaluated at the end of the current school year. For purposes of evaluation the principal will be requested to keep a record of the student's progress on a record card which will be supplied.

Copies of the special application form for enrolment and of the regular application form are available from Correspondence Courses, Ministry of Education, 1152 Bay Street, Toronto 181, Ontario.

JFKinlin
J. F. Kinlin
Assistant Deputy Minister

August 31, 1972

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE TEACHER EXCHANGE FOR 1973-74

1. In co-operation with the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in the United Kingdom.

2. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own school board and his salary is subject to the usual deductions for superannuation contributions and for income tax. Because of lower salary scales in the United Kingdom, where a lower cost of living prevails, and because of the loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars, it is believed that United Kingdom exchanges should be assisted financially while in Canada. A Canadian teacher going on exchange to the United Kingdom is asked to make available the sum of $500 to the exchangee. As an indication of its interest in the exchange scheme and in recognition of the professional value of exchange, the school board employing a Canadian teacher who applies to go on exchange to the United Kingdom is also expected to make available $500 to the exchange teacher coming to Canada.

3. A teacher should seek permission from his school board to apply for exchange, only

   (a) if by September, 1973, he will be between 25 and 50 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a university degree);

   (b) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered and if he will be able to adapt himself to conditions as he finds them in his new environment;

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(c) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;

(d) if he believes that his Director of Education or Superintendent of Separate Schools will recommend him as a suitable applicant;

(e) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.

4. A teacher who is interested in exchange should,

(a) write to the Teacher Exchange Officer, Ministry of Education, Room 1523, Mowat Block, Queen's Park, Toronto 182, Ontario, for more detailed information and for copies of the application form,

(b) apply to his board for permission, and

(c) if approval by the board is received, complete the application forms and send them to the Teacher Exchange Officer not later than November 30, 1972.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

September 8, 1972

Ministry of Education, Ontario

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Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ARTARIO '72

artario 72, the art multiples project sponsored and subsidized by the Ontario Arts Council, will be the largest simultaneous art exhibition in North America. More than 400 artario exhibits in 140 communities throughout Ontario, across Canada, and around the world are scheduled to participate in the simultaneous opening on October 12, 1972. To date, nearly 200 of these exhibits will be situated in schools and educational institutions.

Schools wishing to acquire an artario exhibition package for integration into study programmes and permanent collections, and in time for the opening on October 12, may still do so. Time is now a critical factor, and interested parties should contact the Ontario Arts Council by mail or phone without delay. The cost of the artario 72 exhibition package, which comes complete with display units, study guides and instructional materials, has been fixed at $198.00.

For further information, write to:

artario 72
Ontario Arts Council
151 Bloor Street West
Toronto 5, Ontario

or call: 961-1660 or 965-4550.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

September 7, 1972

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. *ParticipAction*

2. *Change in Fee for Duplicates of Diplomas, Certificates, and Letters of Standing*

1. *ParticipAction*

On December 14, 1971, the Federal Government announced the establishment of *Sport Participation Canada* under the Chairmanship of the Rt. Hon. Lester B. Pearson. This organization is a non-profit company made up of prominent Canadians who are concerned about the physical fitness of our people.

ParticipAction is the symbol of *Sport Participation Canada* that has one theme: "We must get this country moving again." Its objective is to increase the physical fitness level of all Canadians by convincing them of the need for more physical activity. Further information is found in the brochures that accompany this memorandum.

The Ministry of Education, Ontario, continues to support the purposes of *ParticipAction* and encourages in the schools and in the community the development of programs that will contribute to the development and maintenance of physical fitness.

2. *Change in Fee for Duplicates of Diplomas, Certificates, and Letters of Standing*

The fee for a duplicate of a diploma, a certificate of standing, a certificate of qualification, or a letter of standing is now $3.00 rather than $2.00 as in the past. (Ref. Regulation 466/72, dated September 12, 1972.)

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J F Kinlin
J. F. Kinlin
Assistant Deputy Minister

September 18, 1972

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Ministry of Education, Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: STUDENT INVOLVEMENT IN SUPPORT OF CANADA'S OLYMPIC ATHLETES

The Canadian Olympic Association provided students with the opportunity of raising funds for Canada's Olympic Team during "Olympic Week", held from May 28 to June 3, 1972. Students who participated in the "Join the Olympic Record Team" program that was associated with "Olympic Week" were able to earn money for Canada's Olympic athletes and for athletic programs in their own schools.

The Honourable Thomas L. Wells, Minister of Education, supported this program in a letter to the President of the Canadian Olympic Association when he said:

> *"Your program provides our students with the chance to share in the sacrifice and dedication of Canada's Olympic competitors. I hope that this involvement will bring to each one who participates a realization of what it means to have a worthwhile goal and to struggle nobly to reach it."*

Principals who want their students to continue to support Canada's Olympic Athletes might want to consider activities within the school for this purpose, such as, bulletin board campaigns depicting Olympic competitors in training and competition; campaigns to encourage participation in intramural activity by stressing the importance placed on participation over winning in the Olympics; classroom study of the themes of human perseverance and pursuit of excellence, using examples from the Olympics of classical times and from the Olympics of the modern era.

J F Kinlin

J. F. Kinlin
Assistant Deputy Minister

October 12, 1972

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. RELIGIOUS HOLIDAYS - ELIMINATION OF CONFLICT WITH EXAMINATIONS
2. ERROR IN PUBLICATION INCLUDED IN RECRUITMENT MATERIAL RELATED TO NURSING, SENT TO SECONDARY SCHOOLS BY THE COLLEGE OF NURSES OF ONTARIO

1. RELIGIOUS HOLIDAYS - ELIMINATION OF CONFLICT WITH EXAMINATIONS

(a) Attention is drawn to clause (g) of subsection 2 of section 6 of The Schools Administration Act which provides that a child is excused from attendance at school "if he is absent on a day regarded as a holy day by the church or religious denomination to which he belongs".

(b) It has been pointed out that examinations and other important school activities have coincided with holy days set by the Julian Calendar, and with other holy days. It is therefore suggested that school boards take steps to obtain in advance the necessary details of all holy days within the school year that affect the pupils of their jurisdictions. Boards are asked to plan examinations and other important scheduled school activities in such a way that conflict with the observance of holy days may be avoided.

2. ERROR IN PUBLICATION INCLUDED IN RECRUITMENT MATERIAL RELATED TO NURSING, SENT TO SECONDARY SCHOOLS BY THE COLLEGE OF NURSES OF ONTARIO

Recently a kit of recruitment material related to nursing was sent to all guidance officials in Secondary Schools in Ontario by Mrs. Jean McGrath, Recruitment Officer, Registered Nurses Association of Ontario. The College would like to bring to your attention an error on page 6 of the publication "College of Nurses of Ontario - Entrance Requirements and Types of Programs". Toronto - The Hospital for Sick Children. The paragraph should read as follows:

> "grade 12 of the 4 or 5 year program with 60%
> 3 Science credits: Physics, Chemistry and
> Biology above grade 10 level
> grade 10 Mathematics required".

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G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

October 16, 1972

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

1972-73: 8

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SPECIALIST CERTIFICATE IN DRAMATIC ARTS

Approval has been granted to the Faculties of Education of Queen's University and of the University of Toronto to offer cooperatively a three-part summer program in Dramatic Arts leading, on successful completion, to the Ministry of Education Specialist Certificate in Dramatic Arts.

Holders of the Ministry's Theatre Arts Certificate will be required to complete successfully two further summer courses in order to be recommended for the Specialist Certificate.

Candidates who have already completed successfully a course or courses in Dramatic Arts may consult the Faculty of Education of either university concerning recognition within the Dramatic Arts program.

Requests for further information and/or application forms should be directed to the Theatre Arts Department of either of the Faculties concerned.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

October 16, 1972

Ministry of Education, Ontario

Mowat Block Queen's Park
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE:
1. PROSPECTIVE HONG KONG PUPILS
2. INFORMATION TO BE FORWARDED TO SECONDARY SCHOOLS BY THE MINISTRY OF HEALTH CONCERNING THE ONTARIO HEALTH INSURANCE PLAN
3. PAMPHLET ENTITLED RESPONSE TO CHANGE

1. PROSPECTIVE HONG KONG PUPILS

A number of principals have reported the receipt of circular letters from Mr. H. T. Tang, General Manager, American Agencies & Co., Kowloon, Hong Kong. In these letters he implies that, for a price, he will undertake to recruit Hong Kong pupils for their schools.

The definition of a non-resident pupil, as provided in the Regulation, General Legislative Grants, includes one whose fee is receivable from outside Ontario. Such non-resident pupils are not included in the total enrolment of a board upon which grant is paid. Therefore, where proper pupil accounting procedures are followed, the Province does not pay grant on such non-residents who may, under a recent amendment, be charged a fee not to exceed gross cost.

The necessary Canadian Immigration facilities are available in Hong Kong for persons who wish to come to Ontario and enrol in a secondary school. Such persons may make their own arrangements with the school boards of their choice without the intercession of a professional agent such as Mr. Tang.

In view of these comments, it is suggested that no action be taken by principals in respect of letters of the type referred to above.

2. INFORMATION TO BE FORWARDED TO SECONDARY SCHOOLS BY THE MINISTRY OF HEALTH CONCERNING THE ONTARIO HEALTH INSURANCE PLAN

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The Ministry of Health has requested the Ministry of Education to call to the attention of Secondary School Principals the leaflets and bulletins which will be forwarded to schools for the attention of senior students.

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The leaflet entitled THINGS EVERY SENIOR STUDENT SHOULD KNOW ABOUT ONTARIO HEALTH INSURANCE advises students as to what they must do to have continuous health insurance coverage when they reach 21 years of age, marry, or take a vacation job. Your assistance in distributing these leaflets to all senior students, and in displaying the posters, will be a distinct service to the students and their families and will be very much appreciated by the Ministry.

3. PAMPHLET ENTITLED "RESPONSE TO CHANGE"

The Ministry of Education has produced a pamphlet entitled "Response to Change" which describes for the layman the new credit system now operating in secondary schools and the reasons for the change.

An advance copy will be distributed as a supplement to the October-November issue of "New Dimensions". This is for the information of the educational community generally.

Following the distribution of "New Dimensions", copies of the supplement will be shipped in bulk to all public and inspected private schools enrolling students in Grades 8 to 13. Instruction sheets pertaining to distribution within the schools will be contained in each package.

Your cooperation in distributing these materials and in helping to ensure that they are received by parents will be greatly appreciated.

J. S. Stephen
for G. H. Waldrum
Assistant Deputy Minister

October 31, 1972

Ministry of Education, Ontario

Mowat Block Queen's Park
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: BOARD-SPONSORED WINTER COURSES FOR TEACHERS, FOR MINISTRY CREDIT 1973-74

This Memorandum supersedes Memorandum 1971-72:12, dated November 27, 1971.

1. A board wishing to operate a winter course for teachers, leading to Ministry credit, should submit an application (in duplicate) on the forms provided, ON OR BEFORE JUNE 1, to conduct a course during the following school year. The application, to be complete, must include the following information:

   (a) the name, teaching experience, area of responsibility of each staff member, and his particular qualifications for that position,

   (b) (attached to the application forms) duplicate copies of an outline indicating the content of the course to be offered and the time allotment for each topic. (Please note the final date for submission of course outlines.)

   Application forms with course outlines should be forwarded to the Director, Curriculum Services Branch, Ministry of Education, 16th floor, Mowat Block, Queen's Park, Toronto 182.

2. Before beginning the planning for a winter course, account should be taken of the Ministry's plan of gradual transfer of operation of summer courses to faculties and colleges of education. For this reason, boards in or close to a centre where there is a faculty or college of education should investigate the possibility of consulting with these institutions for assistance in staffing arrangements for winter programs for Ministry credit. In addition, in the planning and staffing of all courses, boards should seek assistance from the program consultant through the appropriate Regional Director of the Ministry of Education.

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3. The provision of accommodation, the recruitment and payment of staff, the setting and collection of fees will be the responsibility of the sponsoring board. The Ministry cannot undertake to provide staff or financial assistance for winter courses.

(over)

A sponsoring board will also be required to make provision for an adequate supply of reference texts, equipment, and materials necessary to conduct a particular course. (Note that books and equipment provided for Ministry Summer Courses are used by Teachers' Colleges and other Branches during the winter and will not be available.)

4. Where two or more boards are co-operating in offering a course in 1973-74, one board will be required to accept full responsibility for the organization, and for the proper conduct of the course, and all official correspondence from the Ministry will be with that one board. It is understood that this board may have assistance from neighbouring boards in the provision of staff and resource materials, and may make arrangements for the admission of teachers who are employees of other boards.

5. Course content, timetables, assignments, examinations, and qualifications of staff are subject to approval by the Ministry. The Ministry reserves the right to exercise such supervision of a course as is deemed necessary. Where it is reported that too few candidates are in attendance, or that the sponsoring board has failed to provide an adequate number of qualified and experienced instructors to conduct a course effectively, or that the regulations of the Ministry are not being observed, Ministry credit will not be granted for the course.

6. The admission requirements for all courses will be the same as those outlined in the General Announcement of Summer Courses 1973. No Ministry credit will be given to an applicant whose qualifications for admission to a particular course do not meet the Ministry's requirements. Where the eligibility of an applicant is in doubt, a ruling must be obtained from the Education Records Branch, Ontario Ministry of Education, 18th floor, Mowat Block, Queen's Park, Toronto 182, before admission is granted.

   The decision to permit auditors or visitors to attend part or all of a course is the responsibility of the sponsoring board. Such persons should be informed that their names will not appear on Ministry records and they will not receive credit, now or in the future, for courses attended.

7. The similar Memorandum of previous years stated that a teacher may not receive Ministry credit for more than one board-sponsored winter course during the same winter. The Ministry of Education rescinds this restriction for 1973-74 board-sponsored winter courses.

8. In view of the fact that the hours of instruction in Ministry Summer Courses leading to Ministry credit may not be fewer than 120, a minimum of 100 hours of classroom instruction plus a minimum of 20 hours for reading, study and assignments will be required for winter courses.

In preparing the course timetable the following conditions should be noted:

(a) Winter course sessions held on school nights shall not exceed three hours;

(b) The interval between class sessions shall not exceed ten days (except for the usual school vacation periods).

9. Applicants for a winter course for Ministry credit should be informed that regular attendance is required for the full period of the course. Irregular attendance, for any reason, must be reported to the Ministry by the principal of the course and can result in failure to obtain Ministry credit.

10. Only those courses for which the board can provide a sufficient number of qualified staff members and an adequate number of reference texts may be offered for Ministry credit. Staff requirements are listed on page 4 of this memorandum.

11. All inquiries regarding winter courses should be directed to Professional Development, Curriculum Services Branch, Ministry of Education, 16th floor, Mowat Block, Queen's Park, Toronto 182. Application forms may also be obtained from this address. (965-5608)
Boards are reminded that for 1973-74 courses the final date for receiving completed application forms, including staff lists and course outlines is June 1, 1973.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

November 17, 1972

MINIMUM NUMBER OF INSTRUCTORS ACCEPTABLE FOR WINTER COURSES LEADING TO DEPARTMENTAL CREDIT

COURSE	MINIMUM NO. OF INSTRUCTORS	NUMBERS FOR ADDITIONAL STUDENTS
Art	5 for up to 100 students	1 for each additional 20
Childhood Education	8 for up to 100 students (staff to work with both children and teachers)	1 for each additional 15
El. Mathematics (Gr. 1-6)	4 for up to 75 students	1 for each additional 30
El. Science (Gr. 1-6)	3 for up to 60 students	1 for each additional 20
El. Social Studies (Gr. 1-6)	3 for up to 60 students	1 for each additional 20
El. School Librarians	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
Environmental Field Studies	3 for up to 30 students	1 for each additional 15
Integrated Studies	3 for up to 30 students	1 for each additional 15
Guidance	3 for up to 30 students	1 for each additional 15
Interm. Div. Math. (Gr. 7 & 8)	3 for up to 75 students	1 for each additional 30
Interm. Div. Geo. & History (Grades 7 & 8)	3 for up to 60 students	1 for each additional 20
Intermediate Education	5 for up to 100 students	1 for each additional 35
Junior Education	5 for up to 100 students	1 for each additional 35
Language Arts	4 for up to 60 students	1 for each additional 15
Learn. Materials Methodology	3 for up to 50 students plus 1 technician	1 for each additional 15
Music	3 for up to 50 students	1 for each additional 20
Phys. & Health Education, Type B	4 per unit for 50 students	1 for each additional 15
El. Special Education	7 for up to 100 students (4 for general subjects 3 for Prescriptive Teaching)	1 for each additional 25
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additional 10

A number of the courses leading to a Special Certificate but not included in this list are the responsibility of the Colleges and Faculties of Education.

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
Ontario

LIBRARY
JAN 23 1973
THE ONTAR
FOR STUDIES IN

1972-73: 11
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ASSISTANCE IN ESTABLISHING AND SUPERVISING FRENCH LANGUAGE CLASSES

In order to provide assistance to those boards of education and separate school boards that are involved in the establishment, administration and supervision of French language classes, the Ministry of Education has located French-speaking Area Superintendents in certain regional offices as indicated below:

Region served	French-speaking Area Superintendent
Regions 1 and 2	Mr. Jean-Louis Duchesneau, Region 3, Northeastern Ontario, P. O. Box 3020, North Bay, Ontario.
Regions 1 and 3	Mr. Léo Gauthier, Region 3, Northeastern Ontario, P. O. Box 3020, North Bay, Ontario.
Region 4	Mr. Vincent Caron, Region 4, Western Ontario, 1-759 Hyde Park Road, London, Ontario, N6H 3S6.
Regions 5 and 6 and Halton and Dufferin-Peel Counties - Region 7	Dr. Raymond Léger, Region 6, Niagara, Suite 402, 15 Church Street, St. Catharines, Ontario.

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(over)

Regions 7 and 8 (other than Halton and Dufferin-Peel)	Mr. Germain Bourgeois, Region 7, West Central Ontario, 40 Eglinton Avenue East, Toronto 315, Ontario.
Regions 9 and 10	Mr. J. O. Pelletier, Region 10, Ottawa Valley, 1825 Woodward Drive, Ottawa K2C OR2, Ontario.

The services of French-speaking Program Consultants are also available through the regional offices.

The boards concerned are urged to contact their Regional Director of Education in order to determine the most effective ways in which the Ministry's resource personnel can be deployed and utilized.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

November 20, 1972

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

LIBRARY
JAN 23 1973
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

1972-73:12
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

SUBJECT: INFORMATION ON STUDENT GROUP EXCHANGE

The Educational Exchange and Special Projects Branch of the Ministry of Education has as one of its responsibilities the task of providing information about student exchange and the availability of accommodation in private homes for students from schools in Ontario and for students coming to Ontario from other provinces or other countries.

It would be most helpful to know in advance the names of schools interested in an exchange with students from within or from outside the province and whether accommodation in private homes could be provided.

The attached questionnaire is to be completed by those schools interested in participating in student exchange and sent to the address below. The information will be kept on file and used to establish contacts when requests for such information are made.

There is no obligation for a school to complete the questionnaire if no real interest is evident.

Replies should be addressed to:

The Coordinator,
Cultural Exchange Programs,
Ministry of Education, Ontario
15th Floor,
Mowat Block, Queen's Park,
Toronto, Ontario M7A 1L7

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G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

November 28, 1972

JAN 1 2 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 13

15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

The Principal is asked to bring this memorandum to the attention of members of his staff as soon as possible.

RE: PRINCIPALS' COURSE

Plans are being made to offer, in the summer of 1973, courses of four weeks' duration, leading to the Elementary School Principal's Certificate and to the Secondary School Principal's Certificate, Type B or Type A, as follows:

Elementary Section

July 3 - July 27

Queen's University, Kingston
University of Western Ontario, London
York University, Toronto

July 9 - August 3

University of Waterloo, Waterloo
Trent University, Peterborough
(see paragraph below)
Laurentian University, Sudbury

Secondary Section, First and Second Sessions

July 3 - July 27

Queen's University, Kingston
University of Western Ontario, London
York University, Toronto

Secondary Section, First Session

July 9 - August 3

University of Waterloo, Waterloo
Trent University, Peterborough
(see paragraph below)
Laurentian University, Sudbury

The Sections will have joint lectures and sessions on some topics and separate groups or electives according to the needs and interests of candidates. It is expected that the courses at London and York will be presented by rotating weekly teams, that the courses at Kingston, Waterloo and Sudbury will be operated by a four-week residential staff in each centre, that the course at Sudbury will have sessions to meet the distinctive needs of French-language candidates, and that the course at Peterborough will be an experimental program based upon expressed needs of candidates, from July 9 - July 27, plus a week-end in the spring and a week-end in the fall. The Secondary Section, Second Session, will have a tutorial seminar format.

Informal discussion in a residence environment is considered to be an integral part of the course and, therefore, it is strongly recommended that each applicant live in the residence of the university to which he is assigned for the course. It is recommended further that each applicant name as his (her) first choice a centre other than the one in the municipality in which he (she) lives.

(over)

GENERAL INFORMATION

A candidate wishing to be admitted to the course in 1973 should obtain from the principal the appropriate preliminary application form: Elementary-35PC(E); Secondary-35PC(S1) or (S2). Each applicant should send this preliminary application immediately to the local chief supervisory officer who will forward all of the applications to the Director of the Curriculum Services Branch, Mowat Block, Queen's Park, Toronto M7A 1M6, by January 26, 1973. Since it is not possible to provide places for all applicants, quotas for school boards, based upon the number of teachers per board, will be established, and the local chief supervisory officers are asked to list candidates in order of preference. Each successful applicant will receive a letter of acceptance from the Ministry of Education which must be presented along with a small (passport size) recent photograph at the time of registration at the assigned centre.

Each accepted candidate is to obtain from his school principal or from the Education Records Branch, Ministry of Education, Ontario, Mowat Block, Queen's Park, Toronto M7A 1L8 an official Ministry Summer Course Application form (Application for Ministry Summer Courses, 1973), copies of which are sent to each school in April. The Application for Summer Courses, 1973, is to be completed and forwarded with the required fee, payable to the Treasurer of Ontario, to the Ministry of Education, Ontario, P. O. Box 560, Station F, Toronto, Ontario.

A successful candidate should note that an Interim Certificate is valid for five years from the date of issue and that it is issued in recognition of the successful completion of the section of the Principals' Course for which the candidate made application.

ADMISSION REQUIREMENTS

(1) An applicant for admission to the ELEMENTARY SECTION or to the SECONDARY SECTION, FIRST SESSION, in 1973 shall

- (i) hold a basic permanent Ontario teacher's certificate valid in the type of school for which the applicant desires a principal's certificate;
- (ii) have the degree of Bachelor of Arts or Bachelor of Science from an Ontario University; or a degree deemed equivalent thereto (evidence of the latter is to be sent to the Education Records Branch for an official evaluation of its acceptability before an applicant will be admitted to the course);

(iii) have five years of teaching experience prior to June 30, 1973; and

(iv) have been considered as above average in competence for at least the last two years of his experience.

NOTE: An applicant may be given preference if he holds, or has been appointed to, the position of principal or vice-principal of an Ontario school, effective September 1973.

(2) An applicant for admission to the SECONDARY SECTION, SECOND SESSION, in 1973 shall

(i) have taught one or more subjects of the senior division for at least three years as a full-time staff member in a secondary school;

(ii) have been considered as above average in his work as a principal or vice-principal for two years subsequent to receiving his Interim Secondary School Principal's Certificate, Type B; and

(iii) be eligible for a permanent Secondary School Principal's Certificate, Type B, by June, 1973.

CERTIFICATION

Candidates are advised to refer to the information in Memorandum 1970-71:7.

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

December 11, 1972

Form
35PC(E)

APPLICATION FOR THE PRINCIPALS' COURSE-ELEMENTARY SECTION

1973

Print

....
Surname First Names
(If married, maiden name also.
If religious order, lay name.)

....
Address

....
Name and Address of next of kin

Degree(s) University(ies)

....

....

Identification No. ....

Print
For the School
Where You Are Now Teaching

Provide the following information

Present Position ....

Name of School ....

Address of School ....

Telephone Number ....

School Board ....

ONTARIO TEACHING CERTIFICATES

Certificate	Date of Issue	Number

NO. OF YEARS OF TEACHING EXPERIENCE (as of June 30, 1973)

(a) Elementary Schools ...... (c) Inspected Private Schools ......
(b) Secondary Schools ...... (d) Total ......

RECORD OF TEACHING EXPERIENCE

(State number of years in each grade)

School (Present School First)	Primary			Junior			Intermed.		Date	No. of Years in each School
	1	2	3	4	5	6	7	8		

I wish to live in the residence of the university to which I am assigned for the course.
I prefer, in order, the following centres, although I realize that I may not be granted my first or second choice:

1 .... 2 .... 3 ....

Date of Application .... Signature of Applicant ....

(over)

Form
35PC(E)

REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. R. G. Rist,
Director,
Curriculum Services Branch,
Ontario Ministry of Education,
Mowat Block,
Queen's Park,
Toronto, Ontario.
M7A 1M6

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

____
Director of Education or
Superintendent of Separate Schools

Dated at ________________

____________19__

SECTION B

This is to certify that the applicant has taught successfully under my supervision from: ________________________
(Day, Month and Year)

to: ________________________
(Day, Month and Year)

I consider the applicant to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

____
Director of Education or
Superintendent of Separate Schools

Dated at ________________

____________19__

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Form
35 PC(S1)

REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. R. G. Rist,
Director,
Curriculum Services Branch,
Ontario Ministry of Education,
Mowat Block,
Queen's Park,
Toronto, Ontario.
M7A 1M6

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

Dated at ____________________

____________________19__

____
Director of Education or
Superintendent of Separate Schools
(Area Superintendent - in the case of private schools)

SECTION B

This is to certify that the applicant has taught successfully under my supervision from:

____
(Day, Month and Year)

to:

____
(Day, Month and Year)

I consider the applicant to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

Dated at ____________________

____________________19__

____
Director of Education or
Superintendent of Separate Schools
(Area Superintendent - in the case of private schools)

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Form
35PC(S1)

APPLICATION FOR THE PRINCIPALS' COURSE-SECONDARY SECTION

FIRST SESSION 1973

Print

....
Surname First Names

....
Address

....
Name and Address of next of kin

Degree(s) University(ies)

....

....

Identification No. ....

Print

For the School

Where You Are Now Teaching

Provide the following information

Present Position ....

Name of School ....

Address of School ....

Telephone Number ....

School Board ....

TEACHING CERTIFICATES (PERMANENT ONLY)

Certificate	Specialist Subject	Date of Issue	Number
High School Specialist's Certificate			
High School Assistant's Certificate			
Vocational Specialist's Certificate			
Occupational Specialist's Certificate			

NO. OF YEARS OF TEACHING EXPERIENCE (as of June 30, 1973)

(a) Secondary Schools ....(c) Elementary Schools.......
(b) Inspected Private Schools.......(d) Total ....

RECORD OF TEACHING EXPERIENCE

(State number of years in each level)

School (Present School First)	Levels					Occupational		Date	No. of Years in each School
	Intermed.		Senior						
	1st 9	2nd 10	3rd 11	4th 12	5th 13	1st year	2nd year		

I wish to live in the residence of the university to which I am assigned for the course
I prefer, in order, the following centres, although I realize that I may not be granted my first or second choice:

1 .... 2 .... 3 ....

Date of Application.................... Signature of Applicant....................

(over)

Form
35 PC(S2)

REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. R. G. Rist,
Director,
Curriculum Services Branch,
Ontario Ministry of Education,
Mowat Block,
Queen's Park,
Toronto, Ontario.
M7A 1M6

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

____
Director of Education
(Area Superintendent - in the case
of private schools)

Dated at ____________________

________________19___

SECTION B

This is to certify that the applicant has taught successfully under my supervision from: ______________________________
(Day, Month and Year)

to: ______________________________
(Day, Month and Year)

I consider the applicant to be above average in competence as a vice-principal or principal during the last two years of his vice-principalship or principalship experience.

____
Director of Education
(Area Superintendent - in the case
of private schools)

Dated at ____________________

________________19___

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Form
35PC(S2)

APPLICATION FOR THE PRINCIPALS' COURSE-SECONDARY SECTION

SECOND SESSION 1973

Print

....
Surname First Names

....
Address

....
Name and Address of next of kin

Degree(s) University(ies)

....

....

Identification No. ....

Print

For the School
Where You Are Now Teaching

Provide the following information

Present Position ....

Name of School ....

Address of School ....

Telephone Number ....

School Board ....

Interim Secondary School Principal's Certificate, Type B - Date of Issue ....

Experience (as Principal or Vice-Principal in an Ontario Secondary or Private School)=

1969-70

1970-71

1971-72

1972-73

TEACHING EXPERIENCE (minimum of three years in Senior Division)

School	Subjects Taught in Senior Division	Date	No. of Years in each school

I wish to live in the residence of the university to which I am assigned for the course.
I prefer, in order, the following centres, although I realize that I may not be granted my first or second choice:

1 .... 2 .... 3 ....

Date of Application .... Signature of Applicant ....

(over)

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 14
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE:
1. CERTIFICATION OF SCHOOL LIBRARIANS
2. REQUESTS BY STUDENTS FOR INFORMATION
3. SAFETY PRECAUTIONS: CANDLES
4. PROJECT CANADA - APPLICATIONS FROM INTERESTED SECONDARY SCHOOL CLASSES

1. CERTIFICATION OF SCHOOL LIBRARIANS

Previous regulations of the Ministry of Education make it possible for a school librarian in Ontario to apply for a Specialist Certificate in School Librarianship upon submitting evidence of one year of successful experience in a school library subsequent to completion of a Library Science degree. Now that many universities have discontinued the one year B.L.S. degree and are offering a three or four semester program leading to an M.L.S. degree, a number of school librarians are completing one year (two semesters) of the M.L.S. program and then working as a school librarian while completing the M.L.S. program extramurally. The Ministry of Education feels that credit should be given for this experience as a school librarian gained subsequent to completion of two semesters of the M.L.S. program but prior to final completion of the degree program.

Effective immediately, the Specialist Certificate in School Librarianship will be granted to a candidate who completes his Master of Library Science degree at an Ontario university and who presents evidence of at least one year of successful experience as a school librarian in an elementary or secondary school in Ontario,

(a) certified by the supervisory officer concerned, and

(b) obtained subsequent to the successful completion of the first year of the Master of Library Science program.

2. REQUESTS BY STUDENTS FOR INFORMATION

Teachers are reminded that the Ministry of Education does not maintain a reference service for students and that they should advise students to request information for school projects, essays, or discussions from the school and public libraries rather than from government departments.

The assistance of principals in making this request known to teachers will be appreciated.

(over)

3. SAFETY PRECAUTIONS: CANDLES

Memorandum 1968-69:47, with reference to The Use of Candles in Schools, gave the following information:

"As the result of the verdict of a coroner's jury concerning the death of a child from burns received from a candle which he took home from a school Christmas project, the Fire Marshal has stated that his department does not advocate the use of the ordinary type candle with a naked flame by children at school functions. It is understood that simulated candles, battery-operated, are available and, if necessary, it is recommended that these be used for school purposes."

It is further recommended that principals call the attention of their teachers to the dangers inherent in working with wax, or other inflammable substance, where heating is involved, and to the necessity for strict safety measures before any such activity is permitted. Students should also receive safety instructions concerning inflammable materials.

4. PROJECT CANADA - APPLICATIONS FROM INTERESTED SECONDARY SCHOOL CLASSES

Although nearly 3,000 Ontario classrooms are actively participating in Project Canada the number of applications received from secondary school classes in other provinces far exceeds the applications received from Ontario secondary schools.

In order that out-of-province schools will be able to participate in this very worthwhile program, there is a need for additional applications from classes in Ontario secondary schools especially at the Grade 9 and 10 level.

Teachers wishing to enrol their classes at this time should write to:

Project Canada,
Educational Exchange and Special Projects Branch,
Ministry of Education,
15th floor, Mowat Block,
Queen's Park,
Toronto, Ontario.
M7A 1L5

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

January 17, 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 15

15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REQUIREMENTS FOR PROGRAMS LEADING TO ELEMENTARY SCHOOL TEACHER CERTIFICATION

1. Programs for English-speaking Candidates

In September 1973, an applicant for admission to a one-year program leading to an elementary school teacher's certificate at a teachers' college operated by the Ministry of Education will be required to submit evidence of successful completion of a degree in arts or science from an Ontario university or a degree the Minister considers equivalent thereto. Students enrolled in a program of teacher education in a college or faculty of education of a university will be required to produce proof of similar standing before being recommended for an Ontario teacher's certificate.

Note: In addition to the general program, some institutions will also offer a professional concentration at the junior and senior kindergarten, and primary levels.

2. Programs for French-speaking Candidates

In September 1973, an applicant for admission to a one-year program leading to teacher certification for the bilingual elementary schools of Ontario at a teachers' college operated by the Ministry of Education will be required to hold the requirements for a Secondary School Honour Graduation Diploma including credits in français, and anglais or English, and an overall average of at least sixty per cent, or equivalent standing. Students enrolled in a program of teacher education in a college or faculty of education of a university will be required to produce these documents before being recommended for an Ontario teacher's certificate.

(over)

3. Additional Requirements

In addition to the academic standing noted above, a person enrolling at a teachers' college in a program leading to teacher certification in Ontario is required to submit a birth certificate, proof of Canadian citizenship or landed immigrant status, evidence of freedom from active tuberculosis, and, in the case of a married woman, her marriage certificate. Students enrolled in a program of teacher education in a college or faculty of education at a university will be required to produce these additional documents before being granted a teacher's certificate.

The tuition fee at an Ontario teachers' college is $585.

J.F. Kinlin

J. F. Kinlin

January 18, 1973

Assistant Deputy Minister

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73:16
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SEMINAR ON LEADERSHIP - SECONDARY SCHOOLS

During the week of August 13-17, 1973, the Ministry of Education will hold a leadership seminar for department heads, acting heads, or qualified teachers who are presently filling or hope to fill these and similar leadership roles in secondary schools. The seminar will be located at Brock University, St. Catharines.

1. Eligibility

The seminar is planned primarily to assist those who are at present qualified heads of departments or who are filling similar leadership roles. If accommodation permits, consideration will be given to applications from acting or assistant heads or other qualified teachers interested in becoming heads.

Completed questionnaire forms will be processed in the order in which they arrive until a full complement for the seminar is reached. Interested teachers are asked to complete one of the questionnaires included with this memorandum as soon as possible, and not later than February 23, 1973, so that preparations can be made for seminars in the areas of study of greatest interest.

Additional copies of the questionnaire are available from:

The Director, Curriculum Services Branch,
Ontario Ministry of Education,
16th Floor, Mowat Block, Queen's Park,
Toronto, Ontario. M7A 1M6

2. Staff

Staff personnel will be selected from Program Consultants and other officials of the Ministry of Education, outstanding heads of departments and school officials, professors from universities and faculties of education, and others.

(over)

3. Purpose and Organization

General sessions and seminars in individual subjects or groups of related subjects will be included in a concentrated course designed to give maximum practical assistance to those in leadership roles. Topics such as the following will be included:

(a) the duties of a head as seen by the director and supervisory officials, the principal, and other teachers,

(b) imaginative leadership in the organization and administration of an area of responsibility such as a department,

(c) integration and co-ordination of related subject fields,

(d) new trends and developments in the broad design of education as well as in subject fields,

(e) curriculum building and program design,

(f) experimental courses,

(g) professional reading, reference books, audio-visual aids and other teaching materials,

(h) effective in-service programs for teachers,

(i) methods of evaluation, and

(j) other topics in which groups express interest.

Fees and Living Accommodation

The fee for the seminar will be $20.00. It is expected that the costs of accommodation and meals at Brock residences from Sunday night until Friday noon will be about $65.00, and that candidates not living in residence may purchase noon or evening meals at regular student rates.

Application

Each teacher who completes a questionnaire will receive an official application form and other information if he or she is accepted for the seminar.

G. H. Waldrum

January 22, 1973

G. H. Waldrum
Assistant Deputy Minister

For Ministry Use

☐

QUESTIONNAIRE

COMPLETE THIS QUESTIONNAIRE

IF INTERESTED IN ATTENDING THE LEADERSHIP SEMINAR

SECONDARY SCHOOLS

AUGUST 13-17, 1973

1. Name Miss / Mrs. / Mr. ______________________ (Surname) (First Name) ______________________ (Those belonging to Religious Orders include Religious Names if used)

2. Name of School Board ______________________

3. Name of School ______________________ (in full)

4. Address of School ______________________ (Street) (City or Town)

5. Home address (for summer mail) ______________________ (Street) (City or Town)

6. For organizational purposes, much of the program takes place in subject groups. The dual purposes of providing practical assistance and broadening the candidate's view of the leadership role are incorporated in both general sessions and subject seminars. If there is sufficient response, seminars will be offered in the following: Business Education, Classics, English, Français, Geography, Guidance, History, Home Economics, Mathematics, Modern Languages, Occupational Education, Physical and Health Education, School Librarianship, Science, Technical and Industrial Arts.

   In addition to these, it may be possible to offer other subject or subject groupings, such as, Social Sciences, Integrated Arts, Communications, or Music. Candidates interested in these or other areas are asked to specify in the space below.

   For the specialist part of the seminar, I am interested in attending the following subject field: ______________________.

7. Number of years of teaching in a secondary school (as of June, 1973) ☐

8. Check the answer which applies to you.

   (a) I am head of a department (fully qualified) ☐

   (b) I am an acting head ☐ an assistant head ☐

   (c) I am a co-ordinator or chairman of the department in the subject field noted in 6. above. ☐

   (d) Other (please specify) ☐

   ____

   ____

Note:

One or two evening sessions will probably be included in the seminar program.

We have been advised by previous seminar members that they derived great benefit from unscheduled evening discussions and meetings, and therefore residence accommodation is recommended.

Those admitted will receive an official application form for this leadership seminar, instructions concerning payment of the fee ($20.00) and other information. Memorandum 1972-73: 16 to principals, dated January 22, 1973, gives added information for interested teachers.

9. THIS QUESTIONNAIRE DOES NOT CONSTITUTE AN APPLICATION FORM. Please send no cheque until you receive a personal letter and application form.

10. Return completed questionnaires as soon as possible, and not later than February 23rd to:

Mr. R. H. Goddard,
Educational Officer,
Ontario Ministry of Education,
16th Floor, Mowat Block, Queen's Park,
Toronto, Ontario. M7A 1M6.

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73:17

15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO RED CROSS YOUTH

Each year, the Ministry of Education sponsors an appeal for the Ontario Division Red Cross Youth.

Nearly 95% of all contributions to the Red Cross Youth Fund are received from our elementary and secondary schools.

In spite of the alarming decrease in the amount of donations during 1972, the Health Service Program of the Red Cross Youth has contributed a sum in excess of $40,000 to defray the cost of glasses, orthodontic treatment, remedial dentistry, and medication to underprivileged children of this Province.

True to its motto "Care and Share", the Youth Department of the Canadian Red Cross Society, Ontario Division, is conscious of its international role. In spite of its meagre resources a sum of $10,000 was sent to assist the young victims of disasters.

During recent months the Ontario Division School Red Cross has endeavoured to re-appraise its role in the school system. Considerable emphasis is being placed on two important factors of good citizenship: Community Involvement and Human Understanding.

Students in nearly 250 high schools are assuming civic responsibility through participation in Blood Donor Clinics and voluntary service in homes for senior citizens and in hospitals. In elementary schools an increasing number of pupils learn the meaning of human understanding through various projects offered by the Society.

We ask your support of the 1973 Red Cross Youth Appeal which is planned for February, 1973 and we wish the Ontario Red Cross Youth every success in its pursuit of humanitarian undertakings.

The principal is requested to make his returns to his local Director of Education or Superintendent of Separate Schools. For those schools which are not under a local Director or Superintendent, the principal should forward donations to his Regional Director of Education.

(over)

The Regional Directors of Education, Directors of Education and Superintendents of Separate Schools will forward their returns to the Director, Ontario Red Cross Youth, 460 Jarvis Street, Toronto M4Y 2H5, Ontario.

The Red Cross Youth Staff is available to assist any school in planning its campaign.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

January 19, 1973

FEB 14 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 18
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO SCHOLARSHIP PROGRAM - 1973
CONDITIONS OF AWARD

Academic Requirements

1. A student who, in the calendar year 1973, is awarded a Secondary School Honour Graduation Diploma and has obtained an aggregate of at least 480 marks in any approved Honour Graduation level courses having a total value of six credits, according to the definition of a credit as on page 8, Circular H.S. 1, 1972-73, may be designated as an Ontario Scholar by the principal, subject to the conditions outlined below:

2. The following conditions should apply in the calculation of the total of 480 marks required:

    (a) a candidate must complete the basic requirement of six credits for the Secondary School Honour Graduation Diploma,

    (b) a candidate's mark in any course should be multiplied by the credit value of the course,

    (c) where a candidate obtains standing in Honour Graduation level courses totalling more than six credits, the highest marks, or portions thereof, should be used,

    (d) standing in both French and Français should not be counted,

    (e) standing in both English and Anglais should not be counted,

    (f) standing obtained at a Conservatory of Music in lieu of standing in Honour Graduation Music should not be considered for Ontario Scholar Diploma purposes.

3. Forms on which the principal is to designate Ontario Scholars will be provided by the Ministry in June, and again in December.

(over)

Awards

A successful student will receive an Ontario Scholar Diploma and an award of $100.

Payment of the Scholarship

The Diploma and the cheque will be sent to the principal of the school which the successful student attended in 1973, as soon as possible after the standing has been verified.

G. H. Waldrum

January 25, 1973

G. H. Waldrum
Assistant Deputy Minister

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 21

15,000

LIBRARY
FEB 21 1973
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. 1973 BURSARY PROGRAM FOR SECOND-LANGUAGE TEACHERS
2. AMENDMENT TO MEMORANDUM 1972-73: 14, CERTIFICATION OF SCHOOL LIBRARIANS

1. 1973 BURSARY PROGRAM FOR SECOND-LANGUAGE TEACHERS

The Ministry of Colleges and Universities has announced the 1973 Bursary Program for Second-Language Teachers. Principals are requested to bring to the attention of interested teachers the "Conditions of Award" included with this memorandum.

It will be noted that application forms may be obtained from:

Fellowship Section,
Student Awards Branch,
Ministry of Colleges and Universities,
Mowat Block, 8th Floor, Queen's Park,
Toronto, Ontario.
M7A 1C6 (Tel. (416)965-3208)

2. AMENDMENT TO MEMORANDUM 1972-73: 14, CERTIFICATION OF SCHOOL LIBRARIANS

Board officials and principals who received copies of Memorandum 1972-73: 14 are asked to make the indicated correction in paragraph 2 of Item 1 so that it will now read as follows:

Effective immediately, the Specialist Certificate in School Librarianship will be granted to a candidate who completes a Master of Library Science degree, approved by the Minister, and who presents evidence of at least one year of successful experience as a school librarian in an elementary or secondary school in Ontario,

(a) certified by the supervisory officer concerned, and

(b) obtained subsequent to the successful completion of the first year of the Master of Library Science program.

.9713

J F Kinlin

J. F. Kinlin
Assistant Deputy Minister

February 8, 1973

1973 - SECOND-LANGUAGE TEACHER'S BURSARY PROGRAM
CONDITIONS OF AWARD

AIM

To assist second-language teachers in improving the quality of the teaching of English to French-speaking students or of French to English-speaking students.

ELIGIBILITY

A Candidate must:-

(a) be a Canadian citizen or landed immigrant

(b) hold a valid Ontario elementary or secondary school teacher's certificate

(c) either be:-

(1) admitted to one of the following professional summer courses as outlined in the Ministry of Education booklet "Professional Summer Courses for Teachers":

French Conversation - Intensive Summer Course;

The Teaching of French to English-speaking Pupils in Elementary Schools;

OR

(2) (i) an English-speaking teacher admitted to a course at an eligible institution in Ontario or other province of Canada, to improve the quality of his proficiency in French.

(ii) a French-speaking teacher admitted to a course at an eligible institution in Ontario or other province of Canada, to improve the quality of his proficiency in English.

With regard to (2) above, teachers are requested to contact the Ministry of Colleges and Universities for information of an institution's eligibility.

This bursary is available only to teachers who are participating in courses sponsored by a publicly-supported institution.

AMOUNT OF BURSARY

For a six week study period, $200.00; for a shorter study period, $35.00 per week.

Cheques for the total amount will be forwarded to the institutions, payable to the participant, on completion of the course.

APPLICATION FORMS

May be obtained from:-

Fellowship Section, Telephone: 416-965-3208
Student Awards Branch,
Ministry of Colleges and Universities,
Mowat Block, 8th Floor, Queen's Park,
Toronto, Ontario. M7A 1C6

DEADLINE DATE

For submission of applications to the Ministry of Colleges & Universities is May 1, 1973.

BOURSES POUR L'ÉTUDE D'UNE LANGUE SECONDE À L'INTENTION DES ENSEIGNANTS

PROGRAMME 1973

CONDITIONS D'AIDE FINANCIÈRE

OBJECTIF

Aider les professeurs d'une langue seconde à améliorer l'enseignement de l'anglais aux étudiants d'expression française ou du français aux étudiants d'expression anglaise.

ADMISSIBILITÉ

Le candidat doit:

(a) être de citoyenneté canadienne ou immigrant reçu

(b) détenir un brevet d'enseignement primaire ou secondaire de l'Ontario, encore valable

(c) être:

(1) admis à l'un des cours d'été suivants à l'intention des professeurs, tels qu'indiqués dans la brochure intitulée "Professional Summer Courses for Teachers" du ministère de l'Education:

Conversation en français -- cours d'été intensif;

L'enseignement du français aux élèves d'expression anglaise dans les écoles élémentaires;

OU

(2) (i) professeur d'expression anglaise accepté à un cours dans une institution admissible, en Ontario ou dans une autre province du Canada, afin d'améliorer sa compétence en français.

(ii) professeur d'expression française accepté à un cours dans une institution admissible, en Ontario ou dans une autre province du Canada, afin d'améliorer sa compétence en anglais.

En ce qui concerne l'alinéa (2) ci-dessus, les enseignants sont priés de s'adresser au ministère des Collèges et Universités pour se renseigner sur l'admissibilité d'une institution donnée.

La présente bourse n'est offerte qu'aux enseignants qui suivent des cours patronnés par une institution subventionnée par le gouvernement.

MONTANT DE LA BOURSE

Pour six semaines d'études: $200.00; pour une période d'études moins longue: $35.00 par semaine.

Le chèque du montant total, émis à l'ordre du bénéficiaire, sera envoyé à l'institution voulue à la fin du cours.

FORMULES DE DEMANDE

On peut obtenir ces formules à l'adresse suivante:

Service des bourses Téléphone: 416-965-3208
Direction de l'aide financière aux étudiants
Ministère des Collèges et Universités
Edifice Mowat, 8e étage,
Queen's Park
Toronto, Ontario. M7A 1C6

DATE LIMITE

La date limite d'envoi des demandes au ministère des Collèges et Universités est fixée au ler mai 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 22

15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. INTERMEDIATE DIVISION CURRICULUM REVIEW
2. QUALIFICATIONS OF A SCHOOL BUS DRIVER
3. SCHOLARSHIP OFFERED TO TEACHERS OF GERMAN
4. SCHOOL BUS SAFETY
5. LAURA SECORD HOMESTEAD, QUEENSTON

1. INTERMEDIATE DIVISION CURRICULUM REVIEW

The Intermediate Division Curriculum Review in Ontario began with the publication of a Position Paper "Cyclic Review: The Intermediate Years" in the September issue of New Dimensions. Reactions to the proposals included are being received and continue to be requested.

The immediate objective of the Review is to solicit and evaluate a wide variety of information from students, parents, classroom teachers, administrators and all others concerned about the future of intermediate education in grades 7 to 10. In response to the needs as they are expressed from across the Province, the Ministry of Education will produce and revise curriculum guidelines for the Intermediate Division.

Some of the key issues of the Review are summarized:

- the rationale for an Intermediate Division inclusive of grades 7-10,
- the most effective grade grouping(s) within the Intermediate Division,
- the division of time to be allotted to common studies (core) and electives and/or options for intermediate students,
- the applicability and/or feasibility of utilizing the credit system as outlined in Circular HS1 throughout the Intermediate Division,
- the degree of specificity to be incorporated in individual subject Ministry Guidelines,
- the curricular provisions necessary to accommodate the atypical or exceptional student.

(over)

Your views on these and other issues relevant to the Intermediate Division Curriculum Review are invited. Replies should be addressed to:

The Co-ordinator, Intermediate Cyclic Review,
Ministry of Education,
Room 1555, Mowat Block,
Queen's Park, Toronto, Ontario.
M7A 1M6

2. QUALIFICATIONS OF A SCHOOL BUS DRIVER

Attention has been drawn to the fact that some teachers, who are not properly qualified as school bus drivers, have been required to operate a school bus.

The following Regulation, made under the Highway Traffic Act, should be noted.

> No person shall operate and no person shall employ a person to operate a motor vehicle when operated by or under contract with a school board or other authority to transport children to or from school and having a seating capacity of ten or more passengers unless the operator,
>
> (a) is twenty-one years of age or over;
>
> (b) holds a chauffeur's licence; and
>
> (c) proves that he is competent to drive a school bus and passes such tests as are required to be taken for the purpose and the Minister endorses his licence for the operation of a school bus.

The requirements for qualification as a school bus driver and the steps to be taken to obtain a licence to drive a school bus are outlined on pages 8 and 9 of the Manual for School Bus Operations, issued by the Ministry of Transportation and Communications.

3. SCHOLARSHIP OFFERED TO TEACHERS OF GERMAN

Your attention is drawn to the scholarship offered by the Goethe Institute Munich to an Ontario High School teacher of German for a three-week summer course in Germany during the summer of 1973.

For further information and an application form, please direct correspondence to:

Goethe Institute Toronto,
1067 Yonge Street,
Toronto M4W 2L2, Ontario.

4. SCHOOL BUS SAFETY

The attention of principals is drawn to the constant need to ensure that pupils are aware of various traffic hazards. This is particularly necessary when crossing the road to meet the approaching bus or leaving it.

Boards and principals may also wish to consider the possibility of using school bus patrols on buses to assist the drivers. When adverse weather and road conditions necessitate the closing down of school bus operations on short notice, the Home and School Association in some areas, with the approval of the board, has become actively involved in making suitable arrangements.

5. LAURA SECORD HOMESTEAD, QUEENSTON

The Ministry has been asked to announce that The Homestead, situated in the centre of the village of Queenston, will be open from approximately Victoria Day through the Thanksgiving period. It has been fully restored to its appearance of 1813 and reflects the lifestyle of the early days of settlement along the Niagara Frontier. Admission charges are nominal: 25¢ per person including children over seven years of age, but for school classes making prior arrangements for a visit, the admission would be a flat $5.00 per bus load.

Arrangements can be made for school classes to make a scheduled visit to The Homestead by writing to the following address:

Laura Secord Homestead,
P.O. Box 1812,
Station "D",
Scarborough, Ontario.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

February 8, 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 23

15,500

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
SCHOOL PRINCIPALS

RE: 1. THE NEW SCHOOL YEAR POLICY

(a) *THE MODIFIED SCHOOL YEAR PLAN*
(b) *THE EXPERIMENTAL SCHOOL YEAR PLAN*
(c) *THE TRADITIONAL SCHOOL YEAR PLAN*

2. THE REMAINDER OF THE SCHOOL YEAR (JANUARY TO JUNE, 1973)

1. THE NEW SCHOOL YEAR POLICY

Beginning with 1973-74, the policy with respect to the school year will be modified in order to allow school boards increased flexibility in establishing school year calendars for their respective jurisdictions, and to recognize the need for evaluation and preparatory time by teachers.

The new policy follows the basic themes advanced by the Task Force appointed by the Minister last June to study the question of school closing dates and the length and organization of the school year. A limited number of copies of the Task Force Report are available from the Regional Offices of the Ministry.

Three approaches to the determination of the school year 1973-1974 will be possible for school boards.

(a) *THE MODIFIED SCHOOL YEAR PLAN*

The opening date in September and the closing date in June for elementary and secondary schools will be the same in this plan as presently determined by legislation. The 1973-74 school year will consist of 197 school days. School year calendars to be prepared by school boards and submitted to the appropriate Regional Office of the Ministry by April 30, 1973 will clearly identify the following:

(over)

(i) A minimum of 185 instructional days for all students

An instructional day is defined as a day on which programs (including examinations) are provided by the school for all students. Days on which programs (including examinations) are available for only some of the students and the remaining students are excluded from any program may not be designated as instructional days.

(ii) School Holidays

Current legislation which determines school holidays will apply in this plan with the following exceptions:

The mid-winter break consisting of five consecutive school days may be located at any time during the January - June period of 1974;

Easter Monday and Remembrance Day may be observed as school holidays on the specific dates concerned. If Easter Monday is not observed as a school holiday, a holiday shall be observed at some other time during the school year. If November 11th is a weekday and Remembrance Day is not observed as a school holiday, a holiday shall be observed at some other time during the school year.

Schools will continue to hold meaningful and significant programs in observance of Remembrance Day.

(iii) Additional professional activity days

The school year calendar will indicate additional professional activity days to be designated at any time within the school year for purposes of evaluation, parent and student counselling, curriculum development, and staff development.

(b) THE EXPERIMENTAL SCHOOL YEAR PLAN

School boards may wish to design a school year calendar which moves beyond the outline of The Modified School Year Plan and these will be considered for the school year 1973-1974. Submissions must be in accordance with the procedural guideline which will be available shortly, upon request, from the appropriate Regional Office of the Ministry. A copy of "The Report of the Committee on the Year-Round Use of Schools" accompanies the procedural guideline and will be of aid to boards in the preparation of submissions.

(c) THE TRADITIONAL SCHOOL YEAR PLAN

For the 1973-74 school year, a school board may, if it wishes, continue to operate within a school year calendar similar to that now followed. Boards which so decide should advise the appropriate Regional Office of the Ministry of the decision by April 30, 1973.

2. THE REMAINDER OF THE SCHOOL YEAR (JANUARY TO JUNE, 1973)

Each school board will operate within a school year calendar similar to that now followed, except that, for 1973 only, elementary schools may use a maximum of five school days for professional activities such as parent and student counselling, curriculum development or staff development. The days may be used at any time during January - June, 1973, as approved by the board.

The multi-faceted approach to the determination of the school year policy being proposed at this time will enable all school jurisdictions to make school year planning decisions in keeping with local needs. Over the past few months, the issues concerned have been subjected to exhaustive analysis and discussion. The new policy provides the flexibility which will allow school year planning to evolve to a position which will satisfy the many variables inherent in this complex issue.

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

February 7, 1973

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Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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FEB 21 1973
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FEB 27 1973

1972-73:24
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: CONVERSION COURSE FOR TEACHERS OF MUSIC ONLY

The Honourable Thomas L. Wells, Minister of Education, has announced that a six-week summer course leading to basic certification for teachers qualified to teach music only in elementary schools will be held this summer in Hamilton from July 3 to August 10.

ADMISSION: To this course may be admitted only those teachers who do not hold basic certification, but who hold one of the following:

(1) an Intermediate Vocal Music Certificate, Type B;

(2) an Intermediate Instrumental Music Certificate, Type B;

(3) a Supervisor's Certificate in Vocal Music;

(4) a Supervisor's Certificate in Instrumental Music;

(5) a Letter of Standing (Renewable) having the force of any one of the certificates mentioned in (1), (2), (3) or (4), above.

COURSE INFORMATION:

(1) The program will consist of Foundations of Education: Philosophy in Education, Psychology in Education, and Sociology in Education; and Curriculum: Methods and Development.

(2) The tuition fee for the course is $120.00.

(over)

COURSE LOCATION:

Hamilton Teachers' College,
1400 Main Street West,
Hamilton, Ontario.
L8S 1G7

APPLICATION:

(1) Application forms are available from:

The Teacher Education and
Certification Branch,
Ministry of Education, Ontario,
Mowat Block, Queen's Park,
Toronto, Ontario.
M7A 1M7

(2) An applicant must submit his certified cheque or money order for the required fee, payable to the Treasurer of Ontario, with his application form to:

The Ministry of Education, Ontario,
Box 560, Postal Station F,
50 Charles Street, East,
Toronto, Ontario.
M7A 1M1

MINISTRY CREDIT:

Successful candidates will be granted a teaching certificate commensurate with their academic standing as follows:

(1) Teachers with the Grade 13 standing required for the Secondary School Honour Graduation Diploma, or the equivalent, or higher standing, will be granted an Interim Elementary School Teacher's Certificate, Standard 1, 2, 3, or 4, as the case may be.

(2) Teachers whose academic standing is less than that specified in (1) will be granted a Deferred Elementary School Teacher's Certificate. This certificate may be exchanged for an Interim Elementary School Teacher's Certificate, on submission of evidence to the Deputy Minister that the academic standing stated in (1) has been met.

JF Kinlin

February 9, 1973

J. F. Kinlin
Assistant Deputy Minister

Library

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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FEB 22 1973
Director's Office
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1972-73:25

15,000

FEB 27 1973

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

SUBJECT: EDUCATIONAL STAFF DATA

There is an urgent need of educational staff data for adequate planning of initial teacher education programs as well as subsequent education or re-education of teachers. Statistics derived from records of each member of the present staff could serve, for example, to forecast an impending shortage of teachers with specific skills and might enable us to provide for the recognized need.

A further need is for the verification of certification data transferred to computer files during the past three years. A printout form, identified as "Verification of Certification" will be prepared and forwarded to each teacher. They will be asked to verify and sign the verification of certification printout and to indicate any errors or omissions. The Education Records Branch will subsequently correspond with teachers who report errors or omissions.

Statistics Canada, Education Division, has developed a form, the "Educational Staff Record", designed to gather information to meet their needs. The Ministry has agreed to collaborate in the development, distribution and collection of this form and will receive tapes of the data assembled by Statistics Canada from the completed forms for Ministry use exclusively.

The two forms, "Verification of Certification" and Statistics Canada's "Educational Staff Record", will be mailed in March. They will be identified by computer printout and packaged by school, in accordance with the September 1972 Staff List.

After completing the forms and verifying or correcting the printouts, the teachers will return them to the principal for subsequent routing to the Board Office and to the Regional Office.

Your co-operation in the collection of this data will be greatly appreciated.

J. S. Stephen

J. S. Stephen
Assistant Deputy Minister

February 16, 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 26

15,000

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MAR 6 - 1973
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PRINCIPALS' COURSE: SUBSEQUENT QUALIFICATIONS FOR A PERMANENT ELEMENTARY SCHOOL PRINCIPAL'S CERTIFICATE AND PERMANENT SECONDARY SCHOOL PRINCIPAL'S CERTIFICATES

Arrangements have again been made with the Faculty of Education, Queen's University, Kingston, to offer a number of courses in the Summer of 1973 to meet the requirements for permanent principalship certification (Reference: Memoranda 1968-69: 26, 1969-70:13, and 1970-71:7). The courses are each six weeks in length, extending from July 3rd to August 10th.

To be eligible for admission, a candidate must hold an Interim Elementary School Principal's Certificate or an Interim Secondary School Principal's Certificate, Type B or Type A.

These courses are being offered solely for the purpose of enabling candidates to satisfy the requirements for the above certificates. They are not credit courses towards a Master of Education degree nor towards admission to a Master of Education program at Queen's University.

Applications should be addressed to THE REGISTRAR, FACULTY OF EDUCATION, DUNCAN McARTHUR HALL, QUEEN'S UNIVERSITY, KINGSTON, ONTARIO.

Accommodations impose an enrolment limit for the program. All applications must be received by April 13, 1973. Applications will be processed in the order in which they are received.

During the summer of 1973, it is expected that six courses will be offered. Applicants should state their first, second and third preferences. Normally, first choices will be honoured within the limits of maintaining a reasonable pattern of enrolment.

(1) INTRODUCTION TO CURRICULUM DESIGN AND EVALUATION

9713
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This course is intended for candidates who wish to become familiar with current knowledge and research in the curriculum area which can be of value in developing curriculum and in evaluating existing or new educational programs. Participants will receive practical experience in curriculum design and evaluation.

(over)

(2) SUPERVISORY AND ADMINISTRATIVE RELATIONSHIPS

Patterned on experience-based learning models, this course is designed to train administrators in diagnostic and leadership skills appropriate for educational organizations. Through involvement in problem-solving situations, participants will observe and analyze such group processes as membership role functions, styles of communication and influence, and decision-making patterns.

(3) PLANNING FOR CHANGE

This course is designed to help administrators understand current organizational and curricular innovations and to develop strategies for introducing change into their schools. Individual timetabling, nongraded programs, credit systems, independent study, and other innovations and their implications for schools will be considered.

(4) LEARNING PROBLEMS OF CHILDREN AND ADOLESCENTS

Emphasis will be placed on psychological and environmental aspects of the learning process. The course will include a review of various causes of learning problems as well as current practices of amelioration. Methods of application in the classroom and the total school will be examined in the light of their full implications for educational planning.

(5) THE ROLE OF THE PRINCIPAL AS "PRINCIPAL TEACHER"

This course will focus on some aspects of the role of the principal as "principal teacher". A number of influential teaching models will be examined in order to identify and characterize the diverse components of the teaching enterprise. Participants will analyze selected types of teaching strategies and will develop criteria and procedures for assessing their success.

(6) RATIONAL DECISION MAKING AND EDUCATIONAL POLICY

This course will focus on some aspects of the principal's role as policy maker. Decision procedure will be examined with special reference to justification. Issues will be considered which are of particular concern to principals in this age of student unrest; e.g., compulsory education, streaming, individual timetabling, sex education and promotion policy.

Application to the Registrar, Faculty of Education, Queen's University, should be accompanied by evidence that the requirements of the Principals' Course have been met.

The fee for each course is $75.00. The fee should not be paid until a letter of acceptance is received from the Registrar, Faculty of Education, Queen's University.

G H Waldrum

G. H. Waldrum
Assistant Deputy Minister

February 16, 1973

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 27
15,000

LIBRARY
MAR 6 - 1973
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: MINISTRY SUMMER COURSES, 1973

1. Please bring this information to the attention of teachers.

2. If the number of qualified applicants is sufficient, the following courses will be offered. All courses begin on Tuesday, July 3, and end on Friday, August 3, except where otherwise indicated.

Art: Elementary and Intermediate Part 1 - at Belleville, Pembroke, St. Catharines and Toronto
  Intermediate Part 2, Specialist and Supervisor's - at Toronto
Community School Development: at Toronto
Elementary Mathematics (Primary and Junior Divisions): at Hamilton
Elementary School Librarians:
  Elementary - at Kitchener and Toronto
  Intermediate Part 1 and Intermediate Part 2: at Toronto
Elementary Science (Primary and Junior Divisions): at Ottawa and Toronto
Elementary Social Studies (Primary and Junior Divisions): at Watford and Welland
Environmental Studies: at Sault Ste. Marie
French Conversation Intensive Summer Course: at Compton, Quebec
Geography and History (Intermediate Division): at North Bay
Guidance: (See NOTE 5, Page 3)
Integrated Studies: at Cobourg
Language Arts: at St. Thomas and Toronto
Learning Materials Methodology: at Toronto
Méthodes primaires, Parties I et II: at Timmins (in English and French)
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B and Supervisor's - at Toronto (mornings)

  Vocal (for Secondary Schools) Intermediate Type A, Parts 1 and 2, and Specialist - at Toronto (mornings)

  Instrumental (for Elementary Schools) Elementary Type B, Intermediate Type B and Supervisor's - at Toronto (afternoons)

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Instrumental (for Secondary Schools) Intermediate Type A, Parts 1 and 2, and Specialist - at Toronto (afternoons)
Physical and Health Education: (See NOTE 5, Page 3)
Primary Education, Supervisor's: at Toronto
Primary Methods: Parts 1 and 2 - at Ottawa, Owen Sound, Peterborough, Timmins (in English and French), and Toronto
Principals' Course: Elementary School and Secondary School (First and Second Sessions) Sections at Queen's University, Kingston; at University of Western Ontario, London; and at York University, Toronto (July 3 to July 27)

Elementary School and Secondary School (First Session) Sections: at Laurentian University, Sudbury; Trent University, Peterborough; and University of Waterloo, Waterloo (July 9 to August 3; except at Peterborough)
Special Education: Elementary and Intermediate - at Barrie, Hamilton, Smiths Falls and Toronto
Specialist - at Toronto
Teaching Trainable Retarded Children: Elementary and Intermediate - at Toronto
Teachers of Native Children: at London
Teaching English as a Second Language: (First Course only) - at Ottawa, Thunder Bay and Toronto
Teaching French to English-speaking Pupils in Elementary Schools: First Summer of Regular Course only - at Toronto

SHORT COURSES, SEMINARS AND WORKSHOPS

Applied Accounting Seminar: at Toronto (August 20-August 24)
Art Refresher: at Toronto (July 3 to July 18), (July 19 to August 3)
Colloque sur l'Elaboration des Programmes: at Sudbury (August 20-August 24)
Consumer Studies Seminar: at Toronto (August 20-August 24)
Guidance Seminar: at North Bay (August 13 -August 17)
Home Economics Seminar (Intermediate Division): at Toronto (August 7 - August 17)
Innovative Approaches in Classics Seminar: at Toronto (July 3 - July 6)
Music: Vocal and General Music Workshop - at Geneva Park, Lake Couchiching (August 26 - August 30)

Vocal and General Music Workshop for teachers of the Intermediate Division - at Geneva Park, Lake Couchiching (August 27 to August 31)
Program Development Seminar: at Elliot Lake (July 30 to August 10)
Seminar on Leadership Secondary Schools: at Brock University, St. Catharines (August 13 - August 17)
World Religions Seminar: at Toronto (August 20 to August 24)

3. FEES

(a) The following is the schedule of fees for 1973 Ministry of Education summer courses: for A FIVE-WEEK COURSE $100.00; A FOUR-WEEK COURSE $80.00; A THREE-WEEK COURSE $60.00; A TWO-WEEK COURSE $40.00; AND A ONE-WEEK COURSE $20.00. The fee for the combined Vocal and Instrumental Music Course is $200.00.

(b) A late fee of $15.00 will be charged on each application delivered to the Ministry of Education after May 11 or mailed to the Ministry in an envelope having a postmark after May 11 (June 15 for August courses). No assurance can be given that applications will be considered if they are received after these dates.

(c) A certified cheque or money order for the required fee, payable to the Treasurer of Ontario, must accompany each application.

4. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied Part 1 of the 1973 booklet entitled PROFESSIONAL SUMMER COURSES FOR TEACHERS which, along with application forms, will be mailed to all schools on or about April 1.

5. Programs offered by Colleges and Faculties of Education and courses offered in the French language will be outlined in Part 2 of the Booklet mentioned in No. 4 above.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister

February 15, 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 28
15,000

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MAR 6 - 1973
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PERIODIC TUBERCULIN TESTS AND/OR CHEST X-RAY EXAMINATIONS

The Minister of Education, in co-operation with the Minister of Health, announces that periodic tuberculin tests and/or chest X-ray examinations will continue to be required of all employees of school boards.

Each regular, occasional, part-time, and itinerant teacher, each caretaker, lunchroom worker, and bus driver whether employed by the board or by an operator, and any other non-teaching employee who works directly or indirectly with pupils in the schools, with the exception of a pupil employed on a part-time basis in his school in caretaking or office work, shall have a tuberculin test and/or chest X-ray examination taken as a condition of employment and thereafter as required to do so by the employing board.

The official responsible for making local arrangements for the tuberculin tests and/or chest X-ray examinations in cooperation with the Medical Officers of Health will be the Director of Education and Superintendent of Separate Schools, or the Secretary of a board where a Director or Superintendent has not been appointed.

It is suggested that periodic tuberculin testing of school board employees be carried out by the Health Unit at intervals corresponding with the regular tuberculin testing program in the individual schools. The interval between tests should be worked out in consultation with the Medical Officers of Health on the basis of the epidemiological situation in the area in which the person is employed. When suitable arrangements have been completed for the tests, the school board officials will notify the employees concerned.

Special care should be exercised to ensure that teachers returning to the teaching profession and persons teaching under the authority of Letters of Permission for either day or night school work, as well as bus drivers and other non-teaching personnel, submit, at the time of employment, evidence of satisfactory examination, or have an examination within one month of the date of employment.

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(over)

Officials may exempt all personnel presenting evidence of having had an examination during the previous twelve-month period. In this connection it may be assumed that an examination has been taken, within the previous year, by a person who was granted a Letter of Standing, and by all teachers who attended the full-year Course or the Initial Summer Course at an Ontario College or Faculty of Education or a One-year Course at an Ontario Teachers' College.

Board officials will make available to Ministry officials, on request, the records of the examinations.

CHEST CLINIC SCHEDULE

To ensure that each employee has an opportunity to take the required examination, a Chest Clinic Schedule has been prepared by the Ministry of Health to indicate where this examination may be taken. Copies of this schedule have been forwarded to each Director of Education, Superintendent of Separate Schools, Regional Director of Education, and Secretaries of boards where a Director or Superintendent has not been appointed. The schedule gives the addresses and telephone numbers of the clinics through which appointments may be made.

Board employees should be aware that they may receive the tests and/or X-rays free from a Ministry of Health Chest Clinic Centre, but that tests and X-rays taken elsewhere are the individual's own responsibility.

The identification card which the employee receives from the examination agency will serve as proof that the conditions of this memorandum have been fulfilled. The employee should retain his identification card to show to the board official on request and should retain the card until the next examination.

SUGGESTIONS FOR IMPROVEMENT OF PROCEDURE

It is the wish of the Minister of Education that these periodic tuberculin tests and/or chest X-ray examinations be carried out with a minimum of work and inconvenience for school board employees and officials. Accordingly, any suggestions which board officials care to make at any time regarding the arrangements for examinations and reporting will be welcomed.

G. H. Waldrum

February 14, 1973

G. H. Waldrum
Assistant Deputy Minister

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 29

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THE ONTARI UTE
FOR STUDIES IN EDUCATIO

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PROFESSIONAL DEVELOPMENT PROGRAMS FOR CANADIAN TEACHERS ANNOUNCED BY THE EMBASSY OF FRANCE

The Cultural Attaché for the Embassy of France has announced that 25 Ontario teachers of French as a first or second language will be given the opportunity to enrol in one of two professional development programs as part of the cultural and educational program with France.

The professional development program for 15 secondary school teachers of French as a first or second language will be held in Tours (tentative dates July 28 - August 25, 1973). There will be about twenty-five hours per week of instruction in pronunciation, the teaching of literature, translation and pedagogy. A similar program for 10 elementary school teachers of French as a first or second language will be held in La Rochelle (tentative dates July 23 - August 20, 1973). The dates will be confirmed later.

Each applicant chosen to enrol in this program will be awarded free tuition and a scholarship of 700 francs ($150.00 approximately) by the French Government, which should cover the costs of food and lodging. An additional sum of 600 francs is being paid by the French Government to the institution concerned to cover costs of administration, course fees, insurance and socio-cultural activities. Travel costs and other personal expenses will be the responsibility of the participants.

Copies of the form which should be completed by applicants are enclosed. Interested teachers should forward completed forms as soon as possible and no later than Monday, April 2, 1973, to the following address:

Coordinator, Cultural Exchange Program,
Ministry of Education, Ontario,
Mowat Block, Room 1523,
Queen's Park,
Toronto M7A 1L5, Ontario.

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G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

February 19, 1973

STAGES DE PERFECTIONNEMENT
POUR
PROFESSEURS DE FRANCAIS
(LA ROCHELLE ET TOURS, ETE 1973)

PHOTO
OBLIGATOIRE

Nom et Prénom (M. Mme, Mlle) ______________________________

Nationalité ______________________________

Date et lieu de naissance ______________________________

Adresse: Rue ______________________________

Localité ______________________________

Pays ______________________________

Dans quel genre d'établissement enseignez-vous?
Donnez-en le nom et l'adresse
____

Primaire (Grades 1 à 8) ______________________________

Secondaire(Grades 9 à 13) ______________________________

Depuis quand enseignez-vous le français? ______________________________

Formation:

1. Diplômes universitaires

Obtenus ______________________________

En préparation ______________________________

2. Certificats d'enseignement

Titre et numéro ______________________________

____

3. Travaux personnels ______________________________

(verso)

4. Formation spécialisée

Quels stages avez-vous déjà suivis? ______________________

Où ______________________ Quand ______________

Nature de ces stages: *
- pédagogie
- littérature
- civilisation
- méthodes nouvelles

Séjour en France:

Où ______________________ Date et durée? __________

Raison ______________________________

Pour quelles raisons souhaitez-vous suivre un stage en France?

Veuillez répondre en français en quelques lignes.

* Rayer les mentions inutiles

A ______________ le ______________

Faire parvenir ce formulaire avant
le 2 avril 1973 à:

Ministry of Education, Ontario
Mowat Block, Room 1523
Queen's Park, Toronto
M7A 1L5

____
signature

MAR 12 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 30

15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: INTENSIVE COURSE FOR DEVELOPING THE FLUENCY OF TEACHERS OF FRENCH (ELEMENTARY AND SECONDARY), TO BE OFFERED DURING THE SUMMER OF 1973

From July 3 - August 3, 1973, the Ministry of Education will again offer a special course at Compton, Quebec, approximately 12 miles southeast of Sherbrooke. The course for developing fluency in French will be open to teachers who are qualified to teach in the elementary or secondary schools of Ontario and who have at least Grade 13 standing in French, or its equivalent.

Nature of the Course

An intensive program, offered at different achievement levels, will include classes in French conversation, methodology, culture and civilization, and linguistics. A staff of highly-qualified French-speaking teachers, living in residence with the course members, will help to create a truly French atmosphere and to provide opportunities for course members to extend their command of the spoken language. Participants in this course will be required to use French exclusively from the moment of arrival. A carefully planned recreational and cultural program, under the guidance of French-speaking leaders, will form an integral part of the course.

The facilities of King's Hall, a private school in Compton, including modern residential accommodation, classrooms, language laboratory, lounges, library, gymnasium, swimming pool, tennis courts and spacious grounds, will be at the disposal of course members.

Fees and Living Accommodation

The total cost of the course is $356.00 which includes tuition fees of $100.00 and living accommodation and board at $8.00 per day for thirty-two days. Accommodation will be provided for approximately 120 teachers chosen from the staffs of elementary and secondary schools. Course members will be required to live in residence (double occupancy rooms) and to undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

(over)

Federal Bursaries for Second Language Teachers

This federal bursary program is administered in Ontario by the Student Awards Branch, Ministry of Colleges and Universities, 8th floor, Mowat Block, Queen's Park, Toronto, Ontario. M7A 1C6 (Tel. (416) 965-3208). Second language teachers attending the immersion course at King's Hall are entitled to make application to this address for a bursary of $175.00.

Questionnaires

Each teacher recommended by his principal and interested in taking the course is required to complete a questionnaire, available from the principal of his school.

The completed questionnaire is to be returned by May 15 to the Course Director:

Mr. M. J. Lannéval,
Program Consultant, Region 6,
Ministry of Education, Ontario,
15 Church Street,
St. Catharines, Ontario. L2R 7A1

When the questionnaires have been processed, an application form, and a sheet requesting further information, will be sent to each teacher eligible for course membership. Both should be completed and returned to the address indicated at the top of the application form.

Registration

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed.

G. H. Waldrum
Assistant Deputy Minister

February 28, 1973

MAR 29 1973

RECEIVED
MAR 22
Director's Office
O.I.S.E.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 31

15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. SPECIAL SUMMER EMPLOYMENT PROGRAMS - EXPERIENCE '73
2. MINISTRY SUMMER COURSES, 1973 (REF. MEMORANDUM 1972-73:27)
3. SAFETY PRECAUTIONS - HITCH-HIKING

1. SPECIAL SUMMER EMPLOYMENT PROGRAMS - EXPERIENCE '73

The Government of Ontario has announced the special summer employment programs for 1973. These programs provide opportunities for a broad range of employment, as well as interesting activities in which students may become involved. Seventeen programs sponsored by the various Government Ministries including the Ministry of Education are being offered, and it is anticipated that about seven thousand students across Ontario will be employed (aside from the thousands who will participate in activities). Copies of the brochures and application forms should arrive in the schools after the winter break. Please bring these to the attention of guidance counsellors or other appropriate personnel in secondary schools.

Kindly ask students to obtain application forms either from their guidance counsellor or to write directly to EXPERIENCE '73, Queen's Park, Toronto 182. (Tel. (416) 965-3546)

Additional information concerning the Ministry of Education programs will be forwarded to school boards by the Regional Office.

2. MINISTRY SUMMER COURSES, 1973 (REF. MEMORANDUM 1972-73:27)

(a) The course Art Intermediate, Part II, will be offered at Belleville as well as Toronto;

(b) Please note that, on page 2 of the Memorandum, under "Short Courses, Seminars, Workshops", the dates for the Vocal and General Music Workshop for teachers of the Intermediate Division are August 26 - August 30.

(over)

3. SAFETY PRECAUTIONS - HITCH-HIKING

Of continuing concern to educators and parents is the inculcation of safety precautions in all traffic matters and, in addition, the dangers to which young people expose themselves in hitch-hiking. As a result of an inquest into the death of a student, a Coroner's Report forwarded to the Ministry recommends that "a vigorous program of education involving school officials, police personnel, and parents concerning the dangers of hitch-hiking be launched immediately". This recommendation is forwarded for your information and appropriate action.

G. H. Waldrum

March 14, 1973

G. H. Waldrum
Assistant Deputy Minister

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73:32
15,000

MAR 29 1973

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUPPLIES OF STUDENT RECORD FOLDERS AND ACHIEVEMENT FORMS

The Ministry of Education has been supplying the new Ontario School Record materials to every school in the province for the transference of information from the old to the new student records. This initial supply has been distributed at no cost to the schools.

Negotiations have been completed with the Guidance Centre, University of Toronto, to supply the continuing needs of the schools for OSR materials. These materials will be supplied at a reasonable cost.

Orders for future supplies should be made directly to:

The Guidance Centre,
Faculty of Education,
University of Toronto,
1000 Yonge Street,
Suite 304,
Toronto, Ontario.
M4W 2K8

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

March 15, 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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FOR STUDIES IN EDUCATION

1972-73: 33
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: THE CARTER SCHOLARSHIPS

The Minister of Education wishes to announce that under the Will of the late J. I. Carter, of Sarnia, provision has been made for continuing the award of Scholarships in each of the thirty-three jurisdictions named below on the basis of the following conditions:

1. (a) Six credits at the Secondary School Honour Graduation Diploma level, including at least one credit in each of English and Mathematics, will be considered in determining a candidate's aggregate. Not more than three credits will be counted in any one subject area.

   (b) Only credits at the Secondary School Honour Graduation Diploma level of the current year will be considered.

   (c) The candidate must obtain 60 per cent or better in at least two courses.

   (d) Marks obtained on failed papers and marks obtained at the summer schools will not be considered.

   (e) A mark obtained at a Conservatory of Music in lieu of approved courses in Music towards the Secondary School Honour Graduation Diploma will not be counted.

2. No candidate will be eligible for any of these Scholarships who has not attended a secondary school operated by a Board of Education during the full school year 1972-73 in one of the jurisdictions named.

3. No candidate who has been awarded one of these Scholarships will be eligible to compete for a subsequent award of this Scholarship.

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4. Scholarships are open for competition in each of the jurisdictions named below to all the students of the secondary schools that are located within the limits of the jurisdiction and are operated by a Board of Education.

5. (a) Awards of $100.00, $60.00, and $40.00 will be made by the Board of Education for each of the following jurisdictions to the student who obtains the highest, second highest, and the third highest aggregates respectively:

(over)

(1) The County of Brant, (2) The County of Bruce, (3) The County of Elgin, (4) The County of Grey, (5) The County of Haldimand, (6) The County of Hastings, (7) The County of Huron, (8) The County of Kent, (9) The County of Lambton, (10) The County of Lanark, (11) The County of Leeds and Grenville, (12) The County of Ontario, (13) The County of Oxford, (14) The County of Perth, (15) The County of Renfrew, (16) The County of Simcoe, (17) The Regional Municipality of Waterloo, (18) The United Counties of Stormont, Dundas and Glengarry, (19) The former County of Welland, (20) The County of Wellington, (21) The City of Toronto.

(b) One award of $100.00 will be made by each of the following Boards to the student who obtains the highest aggregate:

(1) The Essex County Board of Education
(2) The Middlesex County Board of Education
(3) The Wentworth County Board of Education
(4) The Board of Education for the City of Hamilton
(5) The Board of Education for the City of London
(6) The Board of Education for the City of Windsor

(c) One award of $33.00 will be made by each of the following Boards to the student who obtains the highest aggregate:

(1) The York County Board of Education
(2) The Board of Education for the Borough of East York
(3) The Board of Education for the Borough of Etobicoke
(4) The Board of Education for the Borough of North York
(5) The Board of Education for the Borough of Scarborough
(6) The Board of Education for the Borough of York

6. The principal of each secondary school in the jurisdictions referred to in paragraph 5 is requested to forward to the Director of Education for the Board of Education by which he is employed, the names and standing of students who are to be considered for the award to be given at the Secondary School Honour Graduation Diploma level in June 1973.

7. The Director of Education of each Board concerned shall forward the name or names of the winners to The Director, Education Records Branch, Ministry of Education, Mowat Block, Queen's Park, Toronto, Ontario M7A 1L8, who will make arrangements to have cheques payable to the winners forwarded to the Directors of Education.

J. S. Stephen
J. S. Stephen
Assistant Deputy Minister

March 22, 1973

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 34
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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA LEVEL STUDENT REGISTRATION, 1973-74

In order that a student's results in the final year (Grade 13) of secondary school, the Ontario Student Award grants and loans, and relevant data for post-secondary institutions, may be dealt with expeditiously and accurately, a single uniform registration of all students who intend to receive instruction in one or more subjects towards the Secondary School Honour Graduation Diploma in 1973-74 will take place in September, 1973. At that time the Director, Education Records Branch, Ministry of Education, will send to the schools the appropriate registration forms upon which each student concerned will record his Social Insurance Number, together with other information relating to the Ontario Student Aid Program, post-secondary intentions, etc.

It will be helpful, for identification purposes, if each of these students has a Social Insurance Number at the time of registration. The co-operation of the students is requested. However, it should be understood that no compulsion is involved and a registration form without a Social Insurance Number will be accepted next September from a student who objects to obtaining a Number.

To facilitate the acquisition of these Numbers, arrangements have been made with officials of the Unemployment Insurance Commission to mail to each secondary school and inspected private school a supply of application cards for Social Insurance Numbers. Those principals and guidance officials who have not already done so are requested to distribute them to all students who intend to take one or more Secondary School Honour Graduation Diploma level subjects in the school year 1973-74. Only those students who do not have Social Insurance Numbers should be asked to complete application cards.

School officials are asked to forward completed application forms in bulk for processing to Mr. M. R. Thibault, Chief, Central Index, Vanier Towers, 355 River Road, Vanier City, Ontario, K1A 0J7.

(over)

All requests for additional supplies of application cards and enquiries concerning Social Insurance Number procedure should be directed to Mr. M. R. Thibault.

J. S. Stephen

J. S. Stephen
Assistant Deputy Minister

April 16, 1973

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: EXPERIMENTAL JUNIOR KINDERGARTEN PROGRAMS

During the current school year the Ministry of Education has been co-operating with several school boards in conducting experimental junior kindergarten programs. Three of these projects have involved graduates of Early Childhood Education Courses.

Even though it is much too soon to consider making any long term decisions with respect to the question of qualifications and training that should be required for teachers in junior kindergartens, a decision regarding the question of teacher qualifications for the 1973-74 school year must be made at this time in order to guide both boards and teachers in the development of their respective plans for next year.

Since the Junior Kindergarten Committee has indicated that

(1) there is little likelihood that the evidence from this year's studies will prove to be conclusive;

(2) the initial evaluation reports indicate that the non-certificated staff members presently working in the experimental projects are providing satisfactory service;

(3) the current projects are providing the type of information and insight that may facilitate the development of a more appropriate design for further studies on this question;

each of the three boards currently involved may be granted permission to employ Early Childhood Education graduates, in 1973-74, up to the number of graduates employed during the 1972-73 school year.

The Ministry will continue to co-operate with these boards in designing and carrying out further research related to the experimental projects.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 3, 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 36
15,000

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. URBAN-RURAL EXCHANGE PROGRAM, 1973
2. NEW FORMAT FOR DIPLOMAS AND CERTIFICATES
3. SURVEY OF SCHOOL RADIO BROADCASTS
4. HOME ECONOMICS SEMINAR--AUGUST 7 - 17
5. COMMONWEALTH DAY MESSAGE FROM HER MAJESTY THE QUEEN

1. URBAN-RURAL EXCHANGE PROGRAM, 1973

The Ministry of Agriculture and Food has asked us to announce that the Urban-Rural Exchange Program is being continued in 1973 after an evaluation which showed that the program was valuable and successful in the summers of 1971 and 1972.

Further information concerning the Program will reach the schools in the near future since the Rural-Urban Exchange staff members wish to begin their visits to interested school principals by the middle of May. Your enthusiastic assistance in this project will be appreciated.

2. NEW FORMAT FOR DIPLOMAS AND CERTIFICATES

A new format has been introduced by the Ministry of Education for its Diplomas and Certificates for Years 2, 4, 5 (Grades 10, 12, and 13).

This change is the result of the introduction of the Ontario Government Visual Identity Program, coupled with the Metrication Program. The size of each document will conform to a Metric A 4 (210 mm X 297 mm).

3. SURVEY OF SCHOOL RADIO BROADCASTS

A survey of school radio broadcasts is being mailed to a selected number of elementary and secondary schools in the Province. Part I consists of a brief questionnaire to be answered by the school principal. Part II is to be answered by the school librarian or equivalent and Part III by each member of the teaching staff with full-time teaching duties.

(over)

It is hoped that each school staff selected will co-operate in this survey. The use made of school radio broadcasts and your opinions about these will be valuable to the Ministry of Education in deciding on the future of this program, and to the Canadian Broadcasting Corporation in re-allocating the network facilities.

4. HOME ECONOMICS SEMINAR--AUGUST 7 - 17

As stated in Memorandum 1972 - 1973:27, page 2, the Home Economics Seminar, Intermediate Division, is to be held on August 7 - 17. Please note that the wrong dates (July 3 - 6) were given in the information concerning centres of instruction which accompanied the application form. This seminar is being held at the MacDonald Block, 900 Bay Street (corner of Bay and Wellesley Streets), Toronto.

5. COMMONWEALTH DAY MESSAGE FROM HER MAJESTY THE QUEEN

Included for your information is the COMMONWEALTH DAY MESSAGE from HER MAJESTY THE QUEEN which has been forwarded to each Minister of Education in Canada.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

May 7, 1973

Commonwealth Day Message

FROM HER MAJESTY THE QUEEN
HEAD OF THE COMMONWEALTH

THE COMMONWEALTH is not for governments or statesmen alone. It is for the people, for all the people of the Commonwealth. And the Commonwealth will be what its people will it to be.

The Commonwealth asks us to live up to its ideals of friendship and understanding. But it also provides us with practical opportunities to cooperate, to serve each other and to break down the fences between peoples. It calls for the interest, curiosity and concern of all of us and especially of the 400 million young people who are under 25.

I know from my own experience how rewarding personal contacts in the Commonwealth can be, but we must both keep our friendship alive and at the same time never forget the importance of devising further ways of strengthening the links between us. No other association of independent nations in the world's history has given such scope for the development of new relationships between individuals and between governments.

The challenges are therefore very real and very demanding. If we fail to meet them, our successors will reflect sadly on a wonderful opportunity lost. If we succeed, we shall not only build a stronger and happier Commonwealth, but we shall also show that mankind is capable of living in peace and amity on a scale never achieved before.

ELIZABETH R

2ND JUNE 1973
BUCKINGHAM PALACE

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73: 37
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

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RE: SAFETY IN THE USE OF X-RAY EQUIPMENT

In 1969 a regulation respecting X-ray safety was made under the Public Health Act. This regulation defines an X-ray machine as an electrically powered device, the principal purpose and function of which is the production of X-rays. The regulation provides for the control of radiation hazards by a procedure consisting of:

1. Registration of ownership with the Chief Inspector, Radiation Protection Service, Ministry of Health, Box 425, Station Q, Toronto M4T 2M5.
2. Submission of plans for structural protection to the Chief Inspector and the request for approval, for which both the owner of the device and the owner of the building are responsible; and
3. Identification of an individual formally trained and qualified to exercise supervision of the operation and to take responsibility for safe performance. It will be an obligation of this individual to satisfy the Chief Inspector by exposure rate measurements or other suitable documentation that the operation is safe.

Regarding equipment used by or under the supervision of teachers for the purpose of short-time and relatively infrequent demonstrations, the position has been taken that the information and advice made available by the suppliers are likely to prevent harm, and that the literal interpretation of the regulation in these circumstances would unduly impede the educational effort.

(over)

However, it has recently come to our attention that secondary school students, through science fairs and other events, have become involved in such experimental projects as constructing X-ray tubes, energizing them by generators other than low power induction coils, and projects significantly beyond the scope of customary classroom experiments which may involve hazards for students, and for members of the public when conducted outside the school.

Such experiments are illegal unless the three stipulations set forth at the beginning of this memorandum are complied with. Principals are requested to alert their staff members to the regulation concerning X-ray safety.

J F Kinlin

May 8, 1973

J. F. Kinlin
Assistant Deputy Minister

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73:39
15,000

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: COURSE FOR TEACHERS: SKILLS IN CAMPING AND OUTDOOR EDUCATION
AUGUST 25 - SEPTEMBER 1, 1973 AT BARK LAKE

The Sports and Recreation Branch, Ministry of Community and Social Services, is offering at the Ontario Camp Leadership Centre at Bark Lake a program designed to give teachers of elementary or secondary schools practical sessions in skills of the out-of-doors. The camp is located east of Kinmount, Ontario, off Highway #503.

The program will include instruction at a basic level in canoeing, camp craft (including planning, packing, tenting, cooking), orienteering, nature-lore, crafts, back-packing and hiking. Sessions will include interest groups, special events and campfires. An out-of-camp canoe trip under canvas will be offered. This is not a certificate course.

The total fee for the course is $40.00. All course participants will be expected to live in residence, and accommodation and all meals will be provided at the campsite.

Since the enrolment for this program is limited to 80, advance registration will be required. An application form, forwarded to schools with this memorandum, should be completed and returned immediately, accompanied by the fee, to the following address:

Miss Dorothy Walter
Program Consultant, Camping
Sports and Recreation Branch
Ministry of Community and Social Services
23rd Floor - Travellers Tower
400 University Avenue
Toronto, Ontario. M7A 1H9

713
h

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 18, 1973.

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUPERVISORY OFFICER'S CERTIFICATE

1. Regulation 517/71, Supervisory Officer's Certificate has been amended by Ontario Regulation 231/73, and now reads as follows:

REGULATION MADE UNDER THE MINISTRY OF EDUCATION ACT

SUPERVISORY OFFICER'S CERTIFICATE

1. In this Regulation, Principal's Certificate means a permanent principal's certificate.

1a.(1) Except as provided in subsection 2, a supervisory officer, including a director of education and a superintendent of separate schools, shall hold a Supervisory Officer's Certificate.

(2) A person who, prior to the 1st day of July, 1974,

(a) held an Elementary School Inspector's Certificate, a Public School Inspector's Certificate, a Secondary School Principal's Certificate, or a Secondary School Principal's Certificate, Type A;
or
(b) served as a provincial inspector of secondary schools or a municipal inspector of secondary schools,

is deemed to hold a Supervisory Officer's Certificate.

2. (1) A candidate for a Supervisory Officer's Certificate shall make application to the Deputy Minister before the first day of December to take in the year next following the written and oral examinations prescribed by the Minister.

(over)

(2) A candidate for a Supervisory Officer's Certificate shall submit to the Deputy Minister with his application, evidence that he has seven years of successful experience as a teacher and that he holds,

- (a) the degree of Bachelor of Arts or Bachelor of Science from an Ontario University, or a degree the Minister considers equivalent thereto;
- (b) a permanent teaching certificate valid in Ontario;

  and
- (c) one of,
  - (i) an Elementary School Principal's Certificate,
  - (ii) a Secondary School Principal's Certificate, Type A,
  - (iii) a Secondary School Principal's Certificate, Type B,
  - (iv) a Secondary School Principal's Certificate,

    or
  - (v) A Master of Education degree or a degree the Minister considers equivalent thereto.

(3) The examinations referred to in subsection 1 shall be held at such times and places as the Minister determines and shall be based on,

- (a) the Acts administered by the Minister and the regulations thereunder;
- (b) the curriculum guidelines, and related reference material pertaining to elementary and secondary education in Ontario;

  and
- (c) supervisory and administrative organizational theories and practices related to the effective operation of a school system.

(4) Where a candidate obtains satisfactory standing on each of the written and oral examinations referred to in subsection 1, the Minister shall grant him a Supervisory Officer's Certificate.

3. Regulations 192 and 206 of Revised Regulations of Ontario, 1970 are revoked.

2. The attention of prospective candidates is drawn to the provision that applications for the 1974 Examinations must be made before December 1, 1973.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister

May 23, 1973.

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE:
1. REQUIREMENTS FOR THE SECONDARY SCHOOL GRADUATION DIPLOMA AND THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA, 1973
2. NEW FORMATS FOR DIPLOMAS AND CERTIFICATES
3. PROCEDURES FOR ISSUING DIPLOMAS AND CERTIFICATES
4. TRANSCRIPTS OF ACHIEVEMENT AND STATEMENTS OF STANDING

NOTE: Sections 1, 3 (i)(a)(c)(d), and 4 are similar to those outlined in Memorandum 1971-72:43.

1. REQUIREMENTS FOR THE SECONDARY SCHOOL GRADUATION DIPLOMA AND THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA, 1973

A Secondary School Graduation Diploma or a Secondary School Honour Graduation Diploma, as the case may be, will be granted on the recommendation of the principal of the school at which the candidate last obtained standing by fulfilling the requirements as outlined on pages 8-10, inclusive, of Circular H.S.1, 1972-73. These requirements may be obtained by a candidate who is enrolled at a secondary school, night school, inspected private school, or in the Correspondence Courses Services, Ministry of Education.

2. NEW FORMATS FOR DIPLOMAS AND CERTIFICATES

Owing to the recent introduction of the Ontario Government Visual Identity Program coupled with the Metrication Program, the formats and texts of all diplomas and certificates have been redesigned. Accordingly, the size of each document is a Metric A4 L (210 x 297 L) and the direction of printing is parallel to the longer edge.

3. PROCEDURES FOR ISSUING DIPLOMAS AND CERTIFICATES

(i) For Secondary Schools

The following materials will be forwarded by the Ministry in June for the use of principals of secondary schools:

(a) Blank Secondary School Graduation Diplomas, Secondary School Honour Graduation Diplomas and Certificates of Training in English or French. The type and number to be sent will be based on information given to the Ministry in the Secondary School September Report, 1972. These diplomas and certificates will be completed in the schools and issued to qualified students on the recommendation of the principal.

(b) Newly-designed forms on which principals will list the names of students to whom Secondary School Graduation Diplomas have been issued. Final standings of successful students will be indicated by means of cumulative credit totals drawn from each of the four Areas of Study: Communications, Social and Environmental Studies, Pure and Applied Sciences, Arts.

(c) Forms on which principals will list the names of students to whom Certificates of Training have been issued.

(d) Forms on which principals will report all standings granted at the Year 5 level and will indicate those students who have qualified for the Secondary School Honour Graduation Diploma and those who are recommended for Ontario Scholarships.

(e) Forms entitled 'Request for Ontario Scholar Diplomas' on which principals will list all students who are recommended for Ontario Scholarships. Diplomas will be inscribed on the basis of information entered on these forms after students' eligibility has been verified by the Ministry.

(ii) For Inspected Private Schools

Principals will be asked to forward, on forms provided by the Ministry, Year 4 and Year 5 (Grade 12 and Grade 13) final standings of successful students who have been recommended for the Secondary School Honour Graduation Diploma and the Secondary School Graduation Diploma. Diplomas for these students will be completed at the Ministry and will be mailed to principals during July and August.

4. TRANSCRIPTS OF ACHIEVEMENT AND STATEMENTS OF STANDING

(a) Each document issued should include a least the following information.

1. Name of student.
2. Indication of level attained or highest year completed.
3. Specialized subject field for vocational and occupational studies.

4. Subjects studied and success obtained. The Transcript of Achievement should be in the form of percentage marks for Year 5 students (Grade 13).
5. The date of leaving school if this was at any time other than the end of the school year.
6. Statement of promotion, where applicable.
7. A reminder to the student that the document issued is official and should be safeguarded against loss.
8. The date of issue of the transcript.
9. Signature of Principal.

(b) Transcripts of Achievement and Statements of Standing shall be issued on official school letterhead. All spaces opposite subjects not studied shall be filled with lines, or other indications that marks or other statements of achievement have not been assigned. The document shall be signed by the Principal.

(c) Every effort should be made to ensure that these valuable documents are tamperproof and constructed in a manner that will ensure their ready acceptance by admissions officers and personnel officials in any country.

NOTE: *Please retain this memorandum in your files as it is intended only to update this procedure in future years.*

J. S. Stephen

J. S. Stephen,
Assistant Deputy Minister.

May 25, 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73:42
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ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. REDUCTION IN FEES FOR STUDENT GROUPS AT QUETICO AND ALGONQUIN PROVINCIAL PARKS
2. MINISTRY MEMORANDA IN 1973-74

1. REDUCTION IN FEES FOR STUDENT GROUPS AT QUETICO AND ALGONQUIN PROVINCIAL PARKS

It has been announced by the Honourable Leo Bernier, Minister of Natural Resources, that there will be a 50 per cent reduction for sponsored Canadian youth groups using interior camping grounds in Quetico and Algonquin Provincial Parks except during the peak vacation months of July and August. At this time, interior ground sites at both of these parks operate up to, and occasionally even beyond, carrying capacity.

The 50 per cent fee reduction for camping and interior canoe routes within Quetico and Algonquin Provincial Parks is applicable to persons who are residents of Canada and who are members of an organized youth group sponsored by non-profit, religious, charitable, and philanthropic agencies, or educational groups participating in approved out-door educational programs up to the Grade 13 level.

The fee for such groups will be $1.00 per night per canoe, or $10.00 for a 16-day period. This fee reduction applies only to persons under the age of 18, except where Grade 13 students are involved.

Group leaders applying for the fee reduction will be required to present a letter of authority to the Parks Superintendent from the school or sponsoring agency.

For any other information concerning the Quetico and Algonquin Provincial Parks write to:

District Forester,
Department of Lands and Forests,
Fort Frances, Ontario.

or

Director,
Parks and Recreation Areas Branch,
Department of Lands and Forests,
Toronto, Ontario.

(over)

2. MINISTRY MEMORANDA IN 1973-74

This is to give advance notice that numbered Ministry Memoranda for 1973-74, will be printed on Metric Standard paper (Size A4, that is approximately $8\frac{3}{4}$" x $11\frac{1}{4}$"), and will be punched to fit the new 4-ring binders for Metric Standard paper. Four-ring binders are available for purchase, as well as index sheets and paper, rulers showing millimeters and inches, and adjustable 4-hole paper punches.

G.H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

June 7, 1973.

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1972-73:43
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THE ONTARIO INSTITUTE
STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. LETTERS OF PERMISSION (Ref. Memoranda 1972-73:28 and 31)
2. TEMPORARY LETTERS OF APPROVAL

1. LETTERS OF PERMISSION

As stated in Memorandum 1971-72:28 (and item 2 of #31), positions that are vacant and positions held in 1972-73 by persons without basic certification or persons who will not have full professional qualifications by September, 1973, must be advertised at least three times within the three months preceding July 1, in a newspaper with provincial circulation. If (a) no qualified applicant or (b) in the case of a secondary school no applicant who is willing to attend the initial session of a summer program of secondary school teacher education offered in 1973, is available by July 1, a board may request the Regional Director of Education to secure for it a Letter of Permission on behalf of the person who does not hold an appropriate basic elementary or secondary school teaching certificate.

If the board's application for a Letter of Permission is submitted later than three weeks after the last advertisement, a further single advertisement is to be made before application for the Letter of Permission.

2. TEMPORARY LETTERS OF APPROVAL

A Temporary Letter of Approval may be granted to a board for a period not exceeding one year, authorizing the board to appoint or assign a teacher to teach a subject or hold a position where the teacher does not hold the additional certificate for teaching the subject or for holding the position - on the following conditions: that the teacher (a) holds an Interim or Permanent H.S.A. Certificate, Type A or B, or an Interim or Permanent Vocational Certificate, Type A or B, or an Interim or Permanent Occupational Certificate, Type A or B, or an Interim or Permanent Elementary School Teacher's Certificate, Standard 4, or a Letter of Standing having the force of one of these certificates; and (b) is competent to carry out the assignment concerned as certified by the appropriate supervisory officer.

(over)

Revised application forms for Temporary Letters of Approval will be available from Regional offices.

J. F. Kinlin
Assistant Deputy Minister

G. H. Waldrum
Assistant Deputy Minister

June 11, 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE:
1. ENROLMENT IN CORRESPONDENCE COURSES OF SENIOR DIVISION DAY-SCHOOL STUDENTS
2. AMENDED FORM - APPLICATION FOR A PERMANENT TEACHING CERTIFICATE
3. REFERENCE MEMORANDUM 1972-73:43 LETTERS OF PERMISSION AND TEMPORARY LETTERS OF APPROVAL

1. ENROLMENT IN CORRESPONDENCE COURSES OF SENIOR DIVISION DAY-SCHOOL STUDENTS

The 1972-73 experimental program whereby certain Senior Division day-school students were permitted to enrol in Ministry of Education correspondence courses will be continued through 1973-74.

The program will be revised and expanded. Local Senior Supervisory Officers will be asked to participate in its administration. Applications for enrolment from Senior Division students of inspected private schools will be considered.

A complete statement of policy will be provided in the publication Correspondence Courses 1973-74. Copies of this publication and forms-of-application for enrolment will be circulated August 20, 1973.

Enrolment in the 1973-74 phase of the program will be possible after August 20. Enrolment in the 1972-73 phase will be discontinued July 31.

2. Amended Form - APPLICATION FOR A PERMANENT TEACHING CERTIFICATE

Note especially the citizenship requirement.

1.3

Note also that this form is now numbered ME 582. All copies of the previous form 610 should be destroyed.

Copies of form ME 582 are available from Regional offices on request.

(over)

3. REFERENCE MEMORANDUM 1972-73:43 LETTERS OF PERMISSION and TEMPORARY LETTERS OF APPROVAL

With reference to Memorandum 1972-73 note that

(a) the heading should read LETTERS OF PERMISSION (Ref. Memoranda 1971-72:28 and 31).

(b) Re: Item 2 TEMPORARY LETTERS OF APPROVAL, lines 9 and 10 should read "or an interim or permanent basic elementary school teacher's certificate."

J F Kinlin

J. F. Kinlin
Assistant Deputy Minister

July 17, 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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FOR STUDIES IN EDUCATION

1972-73:46
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE:
1. ADMISSION REQUIREMENTS - DIPLOMA NURSING PROGRAMS IN COLLEGES OF APPLIED ARTS AND TECHNOLOGY, EFFECTIVE SEPTEMBER 1974
2. MINISTRY OF HEALTH VD TEACHING KIT
3. Green Paper EQUAL OPPORTUNITY FOR WOMEN IN ONTARIO: A PLAN FOR ACTION

1. ADMISSION REQUIREMENTS - DIPLOMA NURSING PROGRAMS IN COLLEGES OF APPLIED ARTS AND TECHNOLOGY, EFFECTIVE SEPTEMBER 1974

Commencing in September, 1974, a uniform admission standard will apply to the diploma nursing programs in the Colleges of Applied Arts and Technology. Applicants to diploma nursing programs will be required to hold a Secondary School Graduation Diploma or equivalent with two credits in science of the Senior Division. Admission will be based on the requirements of this diploma and on a personal interview by the Director of the Nursing Program, or designate, subject to approval by the President.

2. MINISTRY OF HEALTH VD TEACHING KIT

The Ministry of Health has informed the Ministry of Education that each Medical Officer of Health has received a VD Teaching Kit and is contacting the school boards within his Region. Each board which agrees to use the Kit in its system will receive a complimentary Kit. This can be used at the discretion of the principals and teachers at whatever grade level desired. Included in the material is a complete teachers' guide outlining the course and the use of all materials which are suited to a variety of grade levels.

The Medical Officer of Health and his staff may be called upon at any time as resource people.

(over)

3. Green Paper EQUAL OPPORTUNITY FOR WOMEN IN ONTARIO: A PLAN FOR ACTION

At the request of the Women's Bureau, Ministry of Labour, the above-mentioned booklet, a green paper, has been mailed to Ministry of Education and local school board officials, Teachers' Colleges, Teachers' Federations, and other Associations. This green paper is intended to provide "a basis for discussion and to stimulate public response." (Ref. Preface.) Comments and other written suggestions should be addressed to:

The Honourable Robert Welch,
Provincial Secretary for
Social Development,
North Wing,
Main Parliament Building,
Queen's Park,
Toronto, Ontario.
M7A 1A2

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

July 27, 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATIO

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. ACCEPTABILITY OF A DEGREE *as a requirement for admission to an Ontario Teachers' College or as the academic component of a Teacher Education Program at an Ontario College or Faculty of Education leading to Ontario Ministry of Education Basic Teacher Certification*
2. ERRATA SHEET CIRCULAR 14 - 1973 RE "OUTLINES OF CHEMISTRY"

1. ACCEPTABILITY OF A DEGREE *as a requirement for admission to an Ontario Teachers' College or as the academic component of a Teacher Education Program at an Ontario College or Faculty of Education leading to Ontario Ministry of Education Basic Teacher Certification*

A. Effective September 1973, where a degree is a requirement for admission to an Ontario teachers' college or the academic component of a teacher education program at an Ontario college or faculty of education leading to Ontario Ministry of Education basic teacher certification,

(a) all three - (or more) year degrees beyond the Secondary School Honour Graduation Diploma (Senior Matriculation) level, from an 'accredited' Canadian degree-granting institution will be considered acceptable - and

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(b) where a Secondary School Graduation Diploma (Junior Matriculation) level exists, beyond which a student may enter a degree course, all four - (or more) year degrees beyond this level from an 'accredited' Canadian degree-granting institution will be considered acceptable.

B. Whereas this policy controls the degree admission requirement for an Ontario teachers' college, it must be understood that the admission requirements for an Ontario college or faculty of education are the responsibility of the university concerned.

(over)

2. ERRATA SHEET CIRCULAR 14 - 1973 RE "OUTLINES OF CHEMISTRY"

The errata sheet for Circular 14 - 1973 incorrectly lists Outlines of Chemistry as 'Approved for limited time only'. This book should be listed as 'Available in large print'. This information is forwarded for chemistry teachers who may have hesitated to recommend the use of this text because of the incorrect Circular 14 listing. The listing in Circular 14 on page 79 is correct.

JF Kinlin

J. F. Kinlin
Assistant Deputy Minister

July 31, 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto M7A 1L2
Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: FRENCH LANGUAGE SUPERVISORY SERVICES

In order to provide assistance to those boards of education and separate school boards that are involved in the establishment, administration and supervision of French-language classes, the Ministry of Education has located French-speaking Area Superintendents in certain regional offices as indicated below:

Regions served	French-speaking Area Superintendents
Regions 1 and 2	Mr. Léo Gauthier Region 2, Midnorthern Ontario 1349 Lasalle Boulevard Sudbury, Ontario
Region 2	Mr. Roger Brûlé Region 2, Midnorthern Ontario 1349 Lasalle Boulevard Sudbury, Ontario
Region 3	Mr. André Dubois Region 3, Northeastern Ontario P.O. Box 3020 North Bay, Ontario
Region 4	Mr. Vincent Caron Region 4, Western Ontario 1-759 Hyde Park Road London, Ontario N6H 3S6
Regions 5 and 6 and Halton	Dr. Raymond Léger Region 6, Niagara Suite 402, 15 Church Street St. Catharines, Ontario
Regions 7 and 8 (other than Halton)	Mr. Germain Bourgeois Region 7, West Central Ontario 40 Eglinton Avenue East Toronto, Ontario M4P 1A6

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(over)

Regions 9 and 10

Mr. J. O. Pelletier
Region 10, Ottawa Valley
1825 Woodward Drive
Ottawa, Ontario K2C 0R2

At the elementary level, the Ministry area superintendent will be prepared to report, as outlined below, on any of the following matters in French-language schools and classes:

- Programs
- Organization
- Personnel selection
- Selection of textbooks
- The use of consultants - Ministry and local
- Professional development days - as prescribed by the new calendar
- French-language principals' meetings
- All other matters concerning French-language schools and classes.

Reporting:

The Ministry area superintendent will report to the Chief Educational Officer of the Board. Where there is no local official, the Ministry area superintendent will report to the Board through the Regional Director of Education.

The services of French-speaking Program Consultants are also available through the regional offices.

The boards concerned are urged to contact their Regional Director of Education in order to determine the most effective way of meeting the requirements of Section 68(1)(b) of the Schools Administration Act.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

August 16, 1973

ONTARIO

MINISTER OF EDUCATION

1972: B1

MEMORANDUM TO: Directors of Education
Superintendents of Separate School Boards
Secretaries of School Boards

RE: Provincial-Municipal Employment Incentive Program 1971-72

On behalf of the Honourable Dalton Bales, Minister of Municipal Affairs, I am forwarding to you additional information with respect to the above program. You will note that the program has been expanded in three important areas only, the first two of which are of benefit to school boards.

It should be noted that the Provincial Government is convinced that one of the most effective methods of reducing unemployment is to make funds available at the local government level and has, therefore, provided additional financial support for this purpose. Accordingly, school boards which are able to develop work projects in addition to those already proposed, are urged to submit Notification of Program Participation forms to the Department of Municipal Affairs as soon as possible.

The program has also been expanded to provide for integration with the Federal Local Initiatives Program. Details with respect to this are in the enclosed memorandum.

Further information regarding the program and the availability of additional funds can be obtained from the Regional Office of the Department of Education.

Robert Welch

Robert Welch
Minister of Education

encl.

January 11, 1972

(*Submit in duplicate*)

Provincial-Municipal

Employment Incentive Program 1971-72

DEPARTMENT OF MUNICIPAL AFFAIRS OF ONTARIO

801 Bay Street, Toronto 5, Ontario

ADDITIONAL

NOTIFICATION OF PROGRAM PARTICIPATION

1. Municipality: .... of ....

2. Initial allocation of funds: $..............................

3. Reimbursable program costs (Not to exceed item 2 above):

Brief Description and Period of Employment Projects	Additional Eligible Employment Planned in Program Period to May 31, 1972			Other Re-imburseable Direct Expenses for Materials and Super-vision, Etc.
	Number of Persons	Man/Days	Payroll Cost	
			$	$
Totals			$	$

Municipal Certificate

I certify that to the best of my knowledge and belief the total man/days of employment recorded in section 3 above are in addition to the man/days which would otherwise be contemplated by the municipality in the program period between now and May 31, 1972 save for this program, that the total payroll cost will pertain only to those persons who are unemployed immediately prior to their employment by the municipality and that the other reimbursable expenses are in accordance with the terms of the program.

Date: ....

....

Municipal Treasurer

Approval for Advance Payment

Based on the certificate of the Municipal Treasurer given above the eligible costs related to the additional employment planned by the municipality is hereby confirmed to be eligible for an advance payment of 50% of such costs and reimbursement of the balance upon completion of the employment projects and submission of the required claim forms.

Date: ....

....

Department of Municipal Affairs

(Submit in duplicate)

Provincial-Municipal

Employment Incentive Program 1971-72

DEPARTMENT OF MUNICIPAL AFFAIRS OF ONTARIO

801 Bay Street, Toronto 5, Ontario

ADDITIONAL

NOTIFICATION OF PROGRAM PARTICIPATION

---

1. Municipality: .... of ....

2. Initial allocation of funds: $..........................

3. Reimbursable program costs (Not to exceed item 2 above):

Brief Description and Period of Employment Projects	Additional Eligible Employment Planned in Program Period to May 31, 1972			Other Reimburseable Direct Expenses for Materials and Supervision, Etc.
	Number of Persons	Man/Days	Payroll Cost	
			$	$
Totals			$	$

Municipal Certificate

I certify that to the best of my knowledge and belief the total man/days of employment recorded in section 3 above are in addition to the man/days which would otherwise be contemplated by the municipality in the program period between now and May 31, 1972 save for this program, that the total payroll cost will pertain only to those persons who are unemployed immediately prior to their employment by the municipality and that the other reimbursable expenses are in accordance with the terms of the program.

Date: ....

Municipal Treasurer

Approval for Advance Payment

Based on the certificate of the Municipal Treasurer given above the eligible costs related to the additional employment planned by the municipality is hereby confirmed to be eligible for an advance payment of 50% of such costs and reimbursement of the balance upon completion of the employment projects and submission of the required claim forms.

Date: ....

Department of Municipal Affairs

Memorandum No. 2
Provincial-Municipal
Employment Incentive Program 1971-72

Department of Municipal Affairs
Municipal Subsidies Branch
801 Bay Street, Toronto 5, Ontario
Telephone AC 416 : 365-2257

To the Municipal Treasurer or Clerk-Treasurer:

Program Expansion

The Ontario Employment Incentive Program has been expanded in three important areas:

1. The provision of additional funds
2. Integration with the federal Local Initiatives Program
3. Acceptability of municipal projects undertaken on private property to relieve unemployment.

The first two areas of expansion are described in this memorandum, while the third is covered in memorandum No. 3 with respect to The Municipal Unemployment Relief Act, 1971, which was recently enacted.

1. Provision of Additional Funds

The Provincial Government has decided to provide an additional $10 million to the program bringing the total funds available under it to $35 million. Two reasons for this increase in funds are the excellent initial response to the program from municipalities, school boards and conservation authorities and the fact that the Government is satisfied that one of the most effective means of using the funds to reduce unemployment in the province is at the local government level.

Many municipalities may have exercised restraint in requesting additional allocations as they were invited to do in program memorandum No. 1. This was commendable in the situation that previously existed where funds were limited. However, the situation has changed as a result of the provision of additional funds to the program. The Government now will meet all requests from municipalities and other local authorities for additional funds until the total $35 million is committed.

Attached to this memorandum is a Notification of Program Participation form. Municipalities and local authorities are asked to re-appraise the employment situation within their jurisdictions and where they are able to create additional work projects up to May 31, 1972 with unemployed labour, they are asked to submit the notification forms to receive additional allocations under the program.

All local authorities that were given initial allocations are reminded that to the extent that these are not taken up by notifications received in the Department by December 31st, 1971 they will lapse and will be made available to those who can use them.

. . . / 2

Advance payments of 50% of the total estimated eligible costs related to additional or extended projects will be made as soon as the required Notification of Program Participation has been received by the Department.

2. Integration with the Federal Local Initiatives Program

You will recall that in my covering letter of November 4th, 1971 introducing the new programs, I mentioned looking into some way of integrating the two schemes so that municipalities could obtain the maximum financial assistance and enlarge the amount of job creating work undertaken. It has now been decided that if a municipality receives approval under the Local Initiatives Program of a project undertaken directly with unemployed labour, the province will assure that the municipality receives at least the benefit it might have received if it had qualified the project under the Employment Incentive Program.

Quite simply, here is how the integration will be handled.

(1) As soon as the federal authorities approve a project you have submitted under the Local Initiatives Program, the Subsidies Branch of the Department will advise you if the project also qualifies under the Ontario Employment Incentive Program. About the only reason it would not also qualify would be that it was not undertaken by the municipality but by an independent contractor.

(2) When the project has been completed or May 31st, 1972 whichever occurs first you will fill out a regular Claim for Reimbursement under the provincial program and mail it to the Subsidies Branch.

(3) Upon verification of your claim, the province will pay to your municipality the amount by which the claim under the provincial program exceeds the benefit paid under the federal program.

The extra benefits paid by this arrangement will in no way affect or reduce any allocations made to your municipality in conjunction with the Ontario Employment Incentive Program.

I am confident that the areas of program expansion described above will provide additional assistance to municipalities and other Local authorities in combating unemployment problems within their jurisdictions during the winter months.

Dalton Bales.

December 28th, 1971.

Dalton Bales
Minister of Municipal Affairs

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

1972: B2

MEMORANDUM TO: Regional Directors of Education
Directors of Education
Superintendents of Separate Schools

RE: PRELIMINARY REPORT OF SCHOOL ENROLMENT IN ONTARIO

These preliminary figures show the first decrease in elementary enrolment since 1946. Decreasing elementary enrolment is expected until 1979.

This is a preliminary report of September 1971 enrolment, subject to further review by the Education Data Processing Branch and the Statistical Unit. The numbers in parentheses are the corresponding figures for September 1970. The figures shown in the last column were forecast in July 1971.

	ELEMENTARY			
	Junior Kindergarten	Kinder-garten	Total Jr. K.-10	1971 Forecast
Public	10,869 (9,199)	95,946 (103,633)	1,034,373 (1,047,055)	1,035,579
Roman Catholic Separate	6,744 (3,490)	35,611 (38,143)	422,136 (418,433)	420,556
All Elementary	17,613 (12,689)	131,557 (141,776)	1,456,509 (1,465,488)	1,456,135

Secondary

The provisional total enrolment for publicly-supported secondary schools is 574,664. This is 17,751 more than the September 1970 enrolment of 556,913, but is 9,197 or 1.6 per cent below our forecast of 583,861. Secondary enrolment is expected to increase until 1978.

J. S. Stephen

J. S. Stephen,
Assistant Deputy Minister,
Administration.

January 31, 1972.

OFFICE OF
ASSISTANT DEPUTY MINISTER

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: CAPITAL GRANT PLAN 1971
AMENDMENT NO. 1

Attached hereto is Amendment No. 1 with regard to the Capital Grant Plan 1971 Manual.

Kindly make the following changes to your copy of the Manual.

Appendix 1 - Eligible Spaces

A - Elementary (Grades K - 8 or lower)
General Purpose Room - Insert revised P. 713 and 715

C - Secondary (Grades 9 - 13)
Seminar Room - Insert revised P. 745
Chemistry Laboratory - Insert revised P. 748

D - Secondary Vocational
Greenhouse - Insert revised P. 775

Appendix 6 - Special Conditions

Insert revised P. 855 and 856

Appendix 8 - Renovations

Insert revised P. 889

Appendix 11 - Portable and Trailer Classrooms

Insert revised P. 913

Appendix 13 - Current Instructions which remain effective

Insert revised P. 943, 944 and 945

J. S. Stephen

J. S. Stephen,
Assistant Deputy Minister,
Administration.

February 11, 1972

GENERAL PURPOSE ROOMS

General purpose room for schools of less than 210 pupil places (not including kindergarten)

Minimum Net Functional Floor Area 1,500 sq. ft.
Maximum Net Functional Floor Area 2,000 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A	*A.U.F.*	*N.F.F.A.*	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
1500-1524	203	1675-1699	224	1850-1874	245
1525-1549	206	1700-1724	227	1875-1899	248
1550-1574	209	1725-1749	230	1900-1924	251
1575-1599	212	1750-1774	233	1925-1949	254
1600-1624	215	1775-1799	236	1950-1974	257
1625-1649	218	1800-1824	239	1975-2000	260
1650-1674	221	1825-1849	242		

General Purpose room for schools of 210 or more pupil places (not including kindergartens):

Minimum Net Functional Floor Area 2,000 sq. ft.
Maximum Net Functional Floor Area 3,150 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
2000-2024	288	2400-2424	336	2800-2824	384
2025-2049	291	2425-2449	339	2825-2849	387
2050-2074	294	2450-2474	342	2850-2874	390
2075-2099	297	2475-2499	345	2875-2899	393
2100-2124	300	2500-2524	348	2900-2924	396
2125-2149	303	2525-2549	351	2925-2949	399
2150-2174	306	2550-2574	354	2950-2974	402
2175-2199	309	2575-2599	357	2975-2999	405
2200-2224	312	2600-2624	360	3000-3024	408
2225-2249	315	2625-2649	363	3025-3049	411
2250-2274	318	2650-2674	366	3050-3074	414
2275-2299	321	2675-2699	369	3075-3099	417
2300-2324	324	2700-2724	372	3100-3124	420
2325-2349	327	2725-2749	375	3125-3150	423
2350-2374	330	2750-2774	378		
2375-2399	333	2775-2799	381		

GENERAL PURPOSE ROOM

An optional double-size general purpose room in a school of 650 or more pupil places (not including kindergarten):

Minimum Net Functional Floor Area 4,000 sq. ft.
Maximum Net Functional Floor Area 6,300 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
4000-4024	576	4775-4799	669	5550-5574	762
4025-4049	579	4800-4824	672	5575-5599	765
4050-4074	582	4825-4849	675	5600-5624	768
4075-4099	585	4850-4874	678	5625-5649	771
4100-4124	588	4875-4899	681	5650-5674	774
4125-4149	591	4900-4924	684	5675-5699	777
4150-4174	594	4925-4949	687	5700-5724	780
4175-4199	597	4950-4974	690	5725-5749	783
4200-4224	600	4975-4999	693	5750-5774	786
4225-4249	603	5000-5024	696	5775-5799	789
4250-4274	606	5025-5049	699	5800-5824	792
4275-4299	609	5050-5074	702	5825-5849	795
4300-4324	612	5075-5099	705	5850-5874	798
4325-4349	615	5100-5124	708	5875-5899	801
4350-4374	618	5125-5149	711	5900-5924	804
4375-4399	621	5150-5174	714	5925-5949	807
4400-4424	624	5175-5199	717	5950-5974	810
4425-4449	627	5200-5224	720	5975-5999	813
4450-4474	630	5225-5249	723	6000-6024	816
4475-4499	633	5250-5274	726	6025-6049	819
4500-4524	636	5275-5299	729	6050-6074	822
4525-4549	639	5300-5324	732	6075-6099	825
4550-4574	642	5325-5349	735	6100-6124	828
4575-4599	645	5350-5374	738	6125-6149	831
4600-4624	648	5375-5399	741	6150-6174	834
4625-4649	651	5400-5424	744	6175-6199	837
4650-4674	654	5425-5449	747	6200-6224	840
4675-4699	657	5450-5474	750	6225-6249	843
4700-4724	660	5475-5499	753	6250-6274	846
4725-4749	663	5500-5524	756	6275-6300	849
4750-4774	666	5525-5549	759		

GENERAL PURPOSE ROOM

General purpose rooms under 2,000 sq. ft. will normally be at classroom ceiling height. However consideration will be given to approving facilities with an increased ceiling height up to 14'0" should the need be demonstrated.

Single or double-sized general purpose rooms over 2,000 sq. ft. shall have a clear unobstructed ceiling height throughout of not less than 18'0" below which no structural member, mechanical or electrical service, lighting fixture or the like shall project.

Single or double-sized general purpose rooms over 2,000 sq. ft. shall be accompanied by separate "changing rooms" for boys and girls.

Single or double-sized general purpose rooms over 2,000 sq. ft. in a school where there are, in any combination of Grades 7 to 10, 350 pupil places, shall be accompanied by separate "changing rooms" with showers for boys and girls (excepting where the provision of showers is precluded by the capacity of a well-water supply or by the capacity of a septic tank installation).

A double-sized general purpose room shall be readily divisible into two spaces by means of a folding partition or moveable wall or other acceptable means of division.

The Net Functional Floor Area of a general purpose room shall not include any space solely given over to the function of a stage.

The Approved Cost of a general purpose room will, if a board so requests, be determined in accordance with the net functional floor area applicable to an approved five-year projection of the total of pupil places in the school, notwithstanding that the remainder of the accommodation is provided for a lesser period of projection.

CHANGE ROOM

Change room without showers attached to a general purpose room:

Minimum Net Functional Floor Area 250 sq. ft.
Maximum Net Functional Floor Area 450 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
250-274	32	350-374	40
275-299	34	375-399	42
300-324	36	400-424	44
325-349	38	425-450	46

Change room with showers, attached to a general purpose room:

Minimum Net Functional Floor Area 500 sq. ft.
Maximum Net Functional Floor Area 850 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
500-524	94	675-699	122
525-549	98	700-724	126
550-574	102	725-749	130
575-599	106	750-774	134
600-624	110	775-799	138
625-649	114	800-824	142
650-674	118	825-850	146

The Net Functional Floor Area of a "change room with showers" shall include any drying rooms, but shall not include vestibule or washrooms.

SEMINAR ROOM

Minimum Net Functional Floor Area 200 sq. ft.
Maximum Net Functional Floor Area 400 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
200-224	109	300-324	121
225-249	112	325-349	124
250-274	115	350-374	127
275-299	118	375-400	130

SCIENCE AND PHYSICS LABORATORY

Minimum Net Functional Floor Area 950 sq. ft.
Maximum Net Functional Floor Area 1,400 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
950- 974	470	1100-1124	530	1250-1274	590
975- 999	480	1125-1149	540	1275-1299	600
1000-1024	490	1150-1174	550	1300-1324	610
1025-1049	500	1175-1199	560	1325-1349	620
1050-1074	510	1200-1224	570	1350-1374	630
1075-1099	520	1225-1249	580	1375-1400	640

The Net Functional Floor Area of the foregoing shall include pupil workroom, or teacher's preparation room but shall not include any store room.

BIOLOGY LABORATORY

Minimum Net Functional Floor Area 1,000 sq. ft.
Maximum Net Functional Floor Area 1,400 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
1000-1024	490	1200-1224	570
1025-1049	500	1225-1249	580
1050-1074	510	1250-1274	590
1075-1099	520	1275-1299	600
1100-1124	530	1300-1324	610
1125-1149	540	1325-1349	620
1150-1174	550	1350-1374	630
1175-1199	560	1375-1400	640

The Net Functional Floor Area of the foregoing shall include any planting space, pupil workroom or teacher's preparation room, but shall not include any store room.

CHEMISTRY LABORATORY

Minimum Net Functional Floor Area 950 sq. ft.
Maximum Net Functional Floor Area 1,400 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
950- 974	504	1175-1199	612
975- 999	516	1200-1224	624
1000-1024	528	1225-1249	636
1025-1049	540	1250-1274	648
1050-1074	552	1275-1299	660
1075-1099	564	1300-1324	672
1100-1124	576	1325-1349	684
1125-1149	588	1350-1374	696
1150-1174	600	1375-1400	708

The Net Functional Floor Area of the foregoing shall include pupil workroom or teacher's preparation room, but shall not include any store room.

GREENHOUSE

A greenhouse *(horticultural)*:

Minimum Net Functional Floor Area 1,000 sq. ft.
Maximum Net Functional Floor Area 1,175 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
1000-1049	100	1100-1149	110
1050-1099	105	1150-1175	115

The Net Functional Floor Area of the foregoing shall not include any pupils' workroom or potting space, since these spaces are deemed to form part of the Occupational Shop.

A greenhouse *(agricultural)*:

Minimum Net Functional Floor Area 1,600 sq. ft.
Maximum Net Functional Floor Area 2,700 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
1600-1649	170	2000-2049	210	2400-2449	250
1650-1699	175	2050-2099	215	2450-2499	255
1700-1749	180	2100-2149	220	2500-2549	260
1750-1799	185	2150-2199	225	2550-2599	265
1800-1849	190	2200-2249	230	2600-2649	270
1850-1899	195	2250-2299	235	2650-2700	275
1900-1949	200	2300-2349	240		
1950-1999	205	2350-2399	245		

The Net Functional Floor Area of the foregoing shall include any pupils' workroom, potting space or similar.

AUTO SHOP

Minimum Net Functional Floor Area 2,750 sq. ft.
Maximum Net Functional Floor Area 3,250 sq. ft.

The Accommodation Unit Factor varies according to the Net Functional Floor Area indicated in the following table:

N.F.F.A.	*A.U.F.*	*N.F.F.A.*	*A.U.F.*
2750-2774	826	3000-3024	886
2775-2799	832	3025-3049	892
2800-2824	838	3050-3074	898
2825-2849	844	3075-3099	904
2850-2874	850	3100-3124	910
2875-2899	856	3125-3149	916
2900-2924	862	3150-3174	922
2925-2949	868	3175-3199	928
2950-2974	874	3200-3224	934
2975-2999	880	3225-3250	940

The Net Functional Floor Area of the foregoing shall not include any mezzanine but shall include any "classroom" space, and paint spraying shop.

(v) The gross floor area of the depreciated Space will be added to the gross floor area of the project, if no replacement of the original Eligible Space occurs.

(f) *Conversion of an Eligible Space to another Eligible Space*

(i) The cost of conversion will be included in the "Cost of Alterations" (Appendix 7), AND

(ii) The Original Eligible Space will continue to be recognized for legislative grant purposes.

2. (a) The "depreciated value" of an Eligible Space will be the nominal value given below, subject to the stated annual rates of depreciation.

(b) The number of years of depreciation will be the difference between the year of original final approval and the year of Building Proposal approval for the current project, plus one year.

(c)

Type of School	*Nominal Value Per Eligible Space*	*Annual Rate of Depreciation*
Secondary School		
Masonry—solid	$25,000	2%
Masonry—veneer	$22,000	3-1/3%
Frame	$18,000	5%
Elementary School		
Brick	$20,000	2%
Brick Veneer	$18,000	3-1/3%
Frame or Metal Clad	$15,000	5%
Portables (upon which grant was paid)	$ 7,000	10%
Trailer Classrooms	Amount Approved	10%

G. Where a proposed instructional space requires special provisions making it unreasonable for it to be treated as a normal Eligible Space, a special Accommodation Unit Factor and furniture and equipment allowance may be provided, where recommended by the Regional Director.

H. As architectural drawings are not normally available when the Request for Approval of a Building Proposal is prepared, then the board is to submit an estimate of the gross floor area of new construction.

I. Where the actual cost (for grant purposes) is less than the calculated Approved Cost or the Reduced calculated Approved Cost, then, in either case, a reduction in approval will be made down to the amount of the actual cost. In those cases where the Approved Cost is determined by the actual cost then the actual cost shall be verified to the satisfaction of the Department by the submission of such particulars as may be required.

NB—This item does not apply to renovations or alterations.

J. Consideration will be given for an additional approval to school building projects being constructed within school board jurisdictions with a total municipal population of 6,500 or less and located more than 100 miles from a city or town with a minimum population of 25,000.

11. Advance Renovations

(a) Approval of a Program of Renovations may be preceded by approval as Advance Renovations, for legislative grant purposes, of the renewal of part or all of

(i) the heating system and

(ii) the electric power distribution and lighting system together with any unavoidable associated work

(iii) providing that the renewed portion of such system is at least 20 years of age and

(iv) all copies of the Request for Approval in Principle of such renewal are accompanied by a professional engineer's report stating the year of initial installation and a brief description of the system and its current condition, together with his recommendations.

(b) The Approved Cost of such Advance Renovations shall be equal to 90% of the Cost, the latter being determined in accordance with the foregoing sub-paragraphs 10 (e) (1) or (2), and this Approved Cost shall ultimately be deducted from any subsequent Approved Cost of a Program of Renovations for the same school.

APPENDIX 11

Portable and Trailer Classrooms

A. *Portable Classrooms*

1. Approved portable classrooms are eligible for legislative grant, providing a school board:
   - (a) faces a continuing uncertainty in school requirements such as where portable classrooms would be moved from one school to another at approximately three year intervals, OR
   - (b) faces an emergency situation caused by fire, flood, highway diversion, etc., where portable classrooms will provide the necessary immediate temporary accommodation, AND
   - (c) satisfies the Department that permanent accommodation is impracticable in the circumstances.
2. Approved portable classrooms must:
   - (a) be movable without major dismantling AND
   - (b) have an overall area of not more than (Elementary 800 sq. ft.), (Secondary 900 sq. ft.), AND
   - (c) have an internal clear floor area of not less than 725 sq. ft., AND
   - (d) have a window area of not less than 75 sq. ft. of clear glass, AND
   - (e) have a ceiling height of not less than 9′4″, below which may project only a surface mounted light fixture

     OR

     have a ceiling height of not less than 8′0″, below which may project only a surface mounted light fixture, subject to:
     - (i) natural cross ventilation being provided, having an openable sash area of (a) not less than 20 sq. ft. in one wall, and (b) not less than 10 sq. ft. of openable sash or louvre, or a door in the opposite wall, AND
     - (ii) mechanical exhaust ventilation being provided having a capacity of not less than 1 c.f.m. per sq. ft. of internal floor area, AND
   - (f) be so located that they do not interfere with natural daylighting either within the portable or the adjacent school building. To ensure this, the distance from any window to an obstruction of daylight, should be twice the height of the obstruction (measured from above the sill of the window in question).
3. The maximum Approved Cost of a portable classroom is $7,000 for the purchase and installation, plus $1,000 for furniture and equipment.

B. *Trailer Classrooms*

1. In cases where a school board proposes to provide classroom accommodation in an isolated location where the anticipated life span of the community is less than 10 years, then an approved trailer classroom is subject to legislative grant.
2. An approved trailer classroom must be of sufficient size to meet anticipated enrolment and must have integral washroom accommodation.
3. (a) The maximum Approved Cost of a trailer classroom is $11,000 for the purchase and installation, complete with sewage disposal facility, water supply, etc., together with $1,000 for the purchase of furniture.

C. *Procedure*

1. Expenditure by a board upon portable or trailer classrooms is considered to be an expenditure upon "permanent improvements" and is subject to the same conditions as expenditure upon conventional accommodation. (particularly 1.5 Competitive Tendering) p. 16
2. For legislative grant purposes, projects to provide portable or trailer classrooms are subject to two stages of approval by the Department.

(a) *Request for approval of Building Proposal*

The board is to submit the request to the Regional Director of Education on Form Bldg. 15. Section A and the relevant portions of Section B and C are to be completed.

After the Department's approval has been received the board may call for tenders. If the project is to be debentured and is not included in a five year capital programme for which approval has already been obtained, the board should apply to the Ontario Municipal Board for preliminary approval.

When Department and O.M.B. approval of Building Proposal has been obtained, the Board may proceed to call for tenders.

(b) *Request for combined Drawing/Final Approval*

Provided the proposed buildings comply with all relevant requirements or parts A or B in this Appendix, the board must submit one set of plans, site plans and specifications to the Ontario Fire Marshal and to the Ontario Department of Health. (*NB*—The Department's final approval for grant purposes cannot be given until confirmation of approval by the Ontario Fire Marshal has been obtained). Failure to secure the approval of the Ontario Department of Health will cause cancellation of the Department of Education approval. As soon as possible after receipt of tenders, the board should submit to the Department (School Plant Approvals office) Form 15A, Request for combined Drawing and Final Approval, together with one set of plans.

Current instructions which remain effective

The following current instructions remain effective, in accordance with established practice and published memoranda:

1. *Abandonment of Classrooms*

(1) Where final approval is given to a board to construct a new central elementary school or an addition to an existing central elementary school, and as a result one-room, two-room and three-room elementary schools are abandoned and the pupils are transferred to a central school, the Department will continue to recognize for grant purposes the approved portion of the outstanding debt charges on the one, two and three room schools, and will NOT reduce the amount approved for grant purposes for the new central school or the addition by the greater of the amount of the outstanding debenture debt and the depreciated value of the schools abandoned.

(2) Where Eligible Spaces, as defined in the Capital Grant Plan 1971 for elementary or secondary schools, other than those referred to in subparagraph 1, are abandoned, the Department will NOT continue to recognize for grant purposes the approved portion of the outstanding debt charges on these spaces.

2. *Sale of a School Building*

(1) Where a one-room, two-room or a three-room elementary school building is sold, there will be no reduction in recognized extraordinary expenditures resulting from the sale.

(2) Where an elementary school building of four or more classrooms or a secondary school building is sold, the Department will:

(a) continue to recognize for grant purposes the approved portion of the outstanding debt charges, and

(b) subject to subparagraph 3, p. 944 reduce the recognized extraordinary expenditure used in the calculation of the grant for the year of the sale by the greater of,

(i) The approved portion of the debenture issued to finance the construction of the building and renovations thereto that is outstanding on the 31st day of December of the year in which the building was sold, and

(ii) for each unit in a building of the type set forth in Column 1 that is sold, the amount determined by deducting from the value of the unit set opposite thereto in Column 2 of the product of,

a. the value of the unit as shown in Column 2,

b. the percentage as shown in Column 3 set opposite thereto. and

c. the number of years in the age of the unit, the year in which it was ready for occupancy and the year in which it was sold, each being considered as a full year.

as follows:

Type of Building Column 1	*Value of Unit Column2*	*Annual Rate of depreciation Column 3*
All Secondary School Buildings	$25,000	2%
Brick	$25,000	2%
Brick Veneer	$22,500	3-1/3%
Frame or Metal Clad	$18,750	5%
Elementary School Buildings of three or more classrooms		
Brick	$20,000	2%
Brick Veneer	$20,000	3-1/3%
Frame or Metal Clad	$20,000	5%
Portables	$ 7,000	10%
Trailers	Amount approved	10%

(3) Where, in respect of the sale approved by the Minister of an elementary school building of four or more classrooms or of a secondary building, the highest offer to purchase, obtained by sealed tender as a result of placing notice of the intent to sell the building in

(a) local newspaper
(b) daily newspaper of a nearby community, and
(c) daily newspaper of the construction industry that has province wide circulation,

is less than the amount determined under clause b of sub-paragraph 2 p. 943 the reduction in recognized extraordinary expenditure used in the calculation of the grant for the year of the sale will be the amount of the highest offer to purchase.

3. *Purchase of a School Building*

Where a board purchases an existing building for use as classroom accommodation, the amount of the expenditure eligible for grant in connection with the purchase of the building, excluding any amount in respect of land, will be the lesser of,

(a) the actual expenditure for the acquisition, and
(b) the expenditure for the acquisition approved by the Minister.

4. *Inter-Panel Transfer of a School Building by a Board of Education*

(1) Where a school building is transferred within a board of education from the elementary panel to the secondary panel, or vice versa, the recognized extraordinary expenditure in the year of the transfer,

(a) for the panel from which the building is being transferred, will be decreased by the lesser of,

(i) the amount determined under clause b of sub-paragraph 2 of paragraph 2 p. 943 and

(ii) the market value for school purposes determined by a firm of recognized independent professional appraisers, and

(b) for the panel to which the building is being transferred, will be increased by the lesser of,

(i) the amount determined under clause a, and

(ii) the amount of its expenditure for the acquisition of the building.

(2) The payment of funds with respect to the transfer may, with the approval of the Minister, be spread over more than one year and adjustments in the recognized extraordinary expenditure will be made over the schedule period. Any necessary approval of the Ontario Municipal Board must be secured.

(3) The provisions of sub-paragraph 3 of paragraph 2 or paragraph 3 p. 944 do not apply to inter-panel transactions of a board of education.

1972: B4

ONTARIO

MINISTER OF EDUCATION

MEMORANDUM TO: CHAIRMEN OF SCHOOL BOARDS

RE: REGULATIONS FOR 1972 GENERAL LEGISLATIVE GRANTS
AND
APPORTIONMENT OF 1972 REQUISITIONS

Enclosed is a booklet which contains both of the above-noted Regulations. There is also included a document entitled "Significant Changes in the Regulations for 1972 General Legislative Grants and Apportionment of 1972 Requisitions".

While the latter document contains a summary of the major changes for 1972, the Regulations should be read for a more complete understanding of the details. Assessment equalization factors for 1971 for use in connection with both Regulations may be obtained from your Regional Office of the Department of Education.

Thomas L. Wells

Thomas L. Wells,
Minister of Education.

March 2, 1972.

Encls.

c.c. Directors of Education
Superintendents of Separate-School Boards
Senior Business Officials of School Boards
Regional Directors of Education
Regional Business Administrators

ONTARIO

MINISTER OF EDUCATION

SIGNIFICANT CHANGES IN THE REGULATIONS FOR 1972 GENERAL LEGISLATIVE GRANTS AND APPORTIONMENT OF 1972 REQUISITIONS

The more important changes for 1972 are given below but the Regulations hould be read for specific details.

DEFINITIONS AND GENERAL

AGE	SECTION	
3	1, para. 2	ASSESSMENT INDEX means generally a board's assessment per weighted pupil divided by the provincial average of $48,500 elementary or $118,000 secondary, but see paragraph 2 of section 1.
5	1, para. 24	ASSESSMENT EQUALIZATION FACTORS for use in equalizing the assessments upon which taxes were levied in 1971 are contained in Schedule B to the Grant Regulation. Because of the length of the Schedule, it is not included in the booklet but the factors are available from the Regional Offices of the Department of Education.
6	1, para. 28	GRANT WEIGHTING FACTORS recognize above-average special education situations, compensatory education and certain cost differentials.
5	1, para. 26	EXPENDITURE WEIGHTING FACTORS are the grant weighting factors increased to recognize experience and qualifications of teachers and problems connected with densely populated areas.
5	1, para. 27	FRENCH-LANGUAGE FACTORS replace the former course weighting factors; for French-speaking elementary-school pupils, the factor has been increased from 1.04 to 1.05; for English-speaking elementary-school pupils in a grade up to and including grade 8 receiving 20 minutes instruction in French each day, the factor has been increased from 1.04 to 1.05 if the pupils attend on a full-day basis and from 1.08 to 1.10 if they attend on a half-day basis.

.....

PAGE	SECTION	
7	1, para. 30	LEEWAY FACTOR for 1972 is 1 plus the decimal equivalent of 1/3 of the percentage by which in 1970 ordinary expenditure exceeded recognized ordinary expenditure but applies only where the ordinary expenditure per weighted pupil in 1971 exceeded $545 elementary or $1,060 secondary.
4	1, para. 10	ELEMENTARY-SCHOOL PUPIL is a pupil enrolled in an elementary school and who, as at the first of the school-year, has obtained fewer than 10 credits, or their equivalent, towards the Secondary-School Graduation Diploma.
8	1, para. 34	CEILING ON ORDINARY EXPENDITURE PER RESIDENT-INTERNAL PUPIL for 1972 is the lesser of, (1) the ordinary expenditure per (unweighted) resident-internal pupil for 1971 increased by the product of $60 elementary or $75 secondary and the expenditure weighting factor, and (2) $595 elementary or $1,100 secondary multiplied by the expenditure weighting factor, by the French-language factor, and, where applicable, by the leeway factor.
9	1, para. 43	RECOGNIZED ORDINARY EXPENDITURE PER RESIDENT-INTERNAL PUPIL FOR 1972 means the least of, (1) the ceiling on ordinary expenditure per resident-internal pupil for 1972, (2) $595 elementary or $1,100 secondary multiplied by the grant weighting factor and by the French-language factor, and (3) the actual expenditure per resident-internal pupil for 1972.
12	5	FINANCIAL STATEMENTS FOR 1972 are to include 40 per cent of the instructional salaries for the school-year 1972-73 and allowance will be made in the expenditure ceilings where this requirement results in more than one year's salary being shown in the statements.

.....

PAGE	SECTION	
		PART 1
12	8	LIMITATION ON ORDINARY EXPENDITURE In 1972, the ordinary expenditure of a board is to be not more than the sum of the expenditure for tuition fees for resident-external pupils and the ceiling on ordinary expenditure for resident-internal pupils, but see section 8.
		PART 2
		GRANT FOR ORDINARY EXPENDITURE
12	9	RATE OF GRANT determined by use of the formula 100 — [36.5 x assessment index]
12	10(1)	AMOUNT OF GRANT is determined by applying the rate of grant to the sum of recognized ordinary expenditure for resident-internal pupils and the expenditure for tuition fees for resident-external pupils.
12	10(3)	FLOOR FOR GRANT ON ORDINARY EXPENDITURE applies only where in 1971 the calculated grant on ordinary expenditure was less than 90 per cent of the 1971 floor; the floor for 1972 is 90 per cent of the 1971 grant adjusted for changes in enrolment and assessment, but see subsection 3 of section 10.
		PART 3
		GRANT FOR EXTRAORDINARY EXPENDITURE
13	11 and 12	The PERCENTAGE RATE OF GRANT on recognized extraordinary expenditure up to the product of \$60 elementary or \$90 secondary and the enrolment on September 30, 1971 of all resident pupils, adjusted by the grant weighting factor, is 100 — [25 x assessment index], and on expenditure in excess of such product, 100 — [5 x assessment index].

.....

PAGE	SECTION	
		In RECOGNIZED EXTRAORDINARY EXPENDITURE for 1972,
9	1, para. 40	PUPIL ACCOMMODATION CHARGES are $50 elementary and $110 secondary,
11	1, para. 45(iv)	BOARD, LODGING and WEEKLY TRANSPORTATION maximum is $4.25 per pupil per day,
10	1, para. 45(ii)(c)	unapproved net expenditures from the revenue fund for NEW FURNITURE and EQUIPMENT are included up to the product of $5 per pupil elementary or $6 per pupil secondary, the grant weighting factor and the French-language factor, and
11	1, para. 45(v)	CAPITAL ELEMENT IN RENT PAYABLE is included up to the product of the pupil accommodation charge and the number of equivalent full-time pupils for whom accommodation for instructional purposes is rented.

PART 5

ISOLATE BOARDS

		For an isolate Board,
14	17(c)	(1) the ENROLMENT MAXIMUM has been increased to 300, and
15	18(b)(i)	(2) ORDINARY EXPENDITURE MAXIMUM for grant purposes has been increased to $675 for each pupil included in the resident-pupil load.

PART 6

EDUCATION MILL RATE SUBSIDY

16	19(1)(d)(ii)	SUBSIDIZABLE EXPENDITURE includes net capital expenditure from the revenue fund not recognized for grant purposes, unapproved net transportation expenditure and unrecognized expenditure for board, lodging and weekly transportation, up to the product of $10 elementary or $15 secondary, the average daily enrolment of resident-internal pupils for 1972 and the expenditure weighting factor for 1972.

..... 5

PAGE	SECTION	
17	20(1)	In determining the EDUCATION MILL RATE SUBSIDY for 1972, ascertain, A. the 1969 post-subsidy break-even mill rate for the (whole) municipality, and B. the 1969 post-subsidy break-even mill rate for each predecessor-board area (part municipality) within the municipality; the subsidy will restrict the mill rate for the subsidizable requirement in each predecessor-board area for 1972 to the lesser of, (1) A plus one equalized mill, and (2) B plus two equalized mills.
17	20(2)	The POST-SUBSIDY BREAK-EVEN MILL RATE for 1969 shall be not less than one equalized mill.

PART 7

ASSISTANCE FOR ADJUSTED DEFICITS

PAGE	SECTION	
17	22(1) and (2)	In addition to payment of 1/3 of the adjusted deficits as at December 31, 1968, a divisional board or a combined county or district separate-school board shall be paid the amount of the unrecorded liability for instructional salaries as at December 31, 1968 less the amount of grant and subsidy paid in 1969, 1970 or 1971 by reason of including in the financial statements for such years more than one year's salary.

APPORTIONMENT OF 1972 REQUISITIONS

PAGE	SECTION	
28	2(1) and 3(1)	The 1972 requisition of a divisional board for public-school purposes or for secondary-school purposes is to be apportioned among the supporting municipalities in the ratio of equalized assessments, but see the Regulation.

March 2, 1972.

1972: B5

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
REGIONAL BUSINESS ADMINISTRATORS

RE: TERMINATION OF CASH PAYMENTS
VOCATIONAL BUILDING AND EQUIPMENT
PROJECTS

In my memorandum of January 26, 1970, 1970:B2, you were advised that no cash payments on projects approved after December 31, 1968 would be made on construction and architects' fees after August 31, 1972 and on equipment after March 31, 1973.

Due to circumstances beyond the control of school boards, some projects have been delayed to the point where the boards are unable to complete the projects within the time constraints noted above.

Therefore, on projects for which final approval for the construction of the building was granted after June 30, 1970, the termination date after which no cash payments will be made is extended on construction and architects' fees to August 31, 1973 and on equipment to March 31, 1974.

J. S. Stephen

J. S. Stephen,
Assistant Deputy Minister,
Administration.

March 14, 1972.

1972: B6

ONTARIO

MINISTER OF EDUCATION

MEMORANDUM TO: CHAIRMEN OF BOARDS OF EDUCATION
AND
COUNTY AND DISTRICT COMBINED
SEPARATE SCHOOL BOARDS

RE: COMMUNITY USE OF SCHOOLS

As you will be aware, the Government of Ontario is anxious to ensure the fullest utilization of school facilities. It is our belief that school buildings represent a fine public resource and that the members of the community which you serve should have access to that resource for a wide variety of educational, social, and recreational purposes.

To further this concept, the Province has recently taken a number of positive steps. A Select Committee of the Legislature is currently studying the question of utilization of educational facilities. In the Speech from the Throne, the Government indicated its intention to introduce legislation to allow greater co-operation between school authorities and municipal bodies in the development, operation and funding of facilities that can be used for school and community purposes to the general benefit of all citizens. Further, the major role of the educational community in ensuring greater utilization of school facilities has been indicated by the decision to designate community use of schools as a responsibility of the Ministry of Education despite the transfer of the Youth and Recreation Branch to the Ministry of Community and Social Services as part of the recent reorganization of Government.

One major task that lies ahead is the determination of effective procedures by which the use of schools by individuals and organizations within the community can be properly funded. In this regard we are hopeful that the efforts of the Select Committee, discussion within the Cabinet Committee on Social Development, and studies currently taking place within the Ministry of Education, will lead to appropriate mechanisms to deal with the general situation. During the interim, however, we wish to ensure that current restraints on increases in educational spending should not become a reason why community groups are denied proper access to school facilities for their legitimate undertakings.

In 1972, therefore, as an interim measure, those school boards which choose to do so may designate as extraordinary expenditures those costs that can be clearly identified as being the result of community use of schools. Detailed information will be forwarded to you as soon as possible. I wish to communicate this decision to you at this time, however, since it may have some effect upon both your general planning and budget preparation.

I trust that this arrangement for the current year will be used by school boards, as they deem appropriate, to ensure full access to and use of school facilities by the general community which they serve.

Thomas L. Wells

Thomas L. Wells,
Minister.

March 16, 1972.

1972: B7

OFFICE OF
ASSISTANT DEPUTY MINISTER

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
SENIOR BUSINESS OFFICIALS

RE: COMMUNITY USE OF SCHOOLS

As advised by the Honourable Thomas L. Wells, Minister of Education, in his memorandum of March 16, 1972 dealing with the Community Use of Schools, a board may designate as extraordinary expenditure those costs that can be clearly identified as being the result of the community use of schools. A board that chooses to remove from ordinary expenditure for 1972 all or part of such costs is to send to the Ministry details of the calculation of the portion of its expenditure that can be attributed to the community use of schools.

Expenditure attributable to the community use of schools means the expenditure of a board other than expenditure for programs and services provided by the board in respect of day and evening classes and summer schools.

The details of the calculation should take into account such factors as the number of hours of community use, the approach taken to account for the proportion of each building used, the fraction of the expenditure for plant operation and maintenance considered applicable, the estimated revenue from such use and any other data that the board considers relevant. The letter should also indicate the portion of the total cost for the community use of the schools that the board wishes to remove from ordinary expenditure.

The above information should be forwarded on or before April 15th, 1972 to the School Business and Finance Branch, Ministry of Education, Mowat Block, Queen's Park, Toronto 182. The board will be advised, within five days of the receipt of the requested information, of the amount of the transfer that has been approved by the Minister.

J. S. Stephen
March 28, 1972. Assistant Deputy Minister

c.c. Regional Directors of Education
Regional Business Administrators

1972: B8

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
REGIONAL BUSINESS ADMINISTRATORS
SUPERINTENDENTS OF SEPARATE SCHOOL BOARDS
PUBLIC LIBRARIES IN ONTARIO

RE: FEDERAL SALES TAX REBATES

The attached letter has been received from Mr. Monck, Regional Director of the Excise Tax Administration Section of the Department of National Revenue. While it applies to more than schools, the two year limitation is an important feature of the rebate plan for elementary and secondary projects.

Please note that there have been some rebates lost as a result of late filing of claims. If there is any way in which the Department of Education can assist you in the filing of these claims, do not hesitate to get in touch with your Department of Education Regional Office.

J. S. Stephen
J.S. Stephen
Assistant Deputy Minister,
Administration.

April 5, 1972.

DEPARTMENT OF NATIONAL REVENUE
CUSTOMS AND EXCISE

CANADA

MINISTÈRE DU REVENU NATIONAL
DOUANES ET ACCISE

Mr. G. Douglas Spry,
Director, School Business
Administration Branch,
Department of Education,
21st Floor, Mowat Block,
900 Bay Street,
Toronto, Ontario.

REFER TO FILE

RÉFÉRENCE

P.O. Box 100,
Toronto 290, Ontario

March 22, 1972.

Dear Sir:

I believe that we have an area of mutual concern with the schools and similar educational institutions in Ontario. As you know, the Excise Tax Act provides certain provisions for relief from the sales tax imposed by it. For example, section 46 authorizes our Minister to pay to these institutions an amount of money equal to the amount of tax paid on materials purchased for use in the construction of buildings.

As administrators of the Excise Tax Act, it is of concern that schools, universities and similar educational institutions be aware of their rights and of the procedures to be followed. In several recent cases in this Region, it has not been possible to pay claims for refunds to schools because of the two year limitation imposed by section 46 (formerly section 47A) of the Act. This section reads as follows:

> "Where materials have been purchased by or on behalf of
>
> (a) a school, university or other similar educational institution for use exclusively in the construction of a building for that institution,
>
> (b) any organization for use exclusively in the construction of a building for that organization that is to be used exclusively or mainly as a public library operated by or on behalf of that organization on a non-commercial basis, or
>
> (c) a corporation wholly owned and controlled by Her Majesty in right of a province that is established for the sole purpose of providing residences for students of universities or other similar educational institutions, for use exclusively in the construction of such residences,
>
> and the tax imposed by Part V has been paid in respect of those materials, the Minister may, upon application by such institution, organization or corporation in such form as

...2

> the Minister prescribes, made to the Minister within two years from the time the materials were purchased, pay to such institution, organization or corporation an amount equal to that tax."

It is desired to improve communications with the schools and universities in Ontario in order that problems and misunderstandings can be reduced. Because you may have direct communication with those involved in school business administration, your assistance and cooperation is requested.

At this time, we want to ensure that all school boards or administrators are aware of the rebate of Federal Sales Tax on materials used in the construction of new buildings or additions, and of the fact that applications for refund must be submitted within two years from the time the materials were purchased in order to be considered. It is important that we have channels whereby school boards can be kept informed of changes in the law or administrative practices.

May I have your comments or suggestions in this matter.

Yours truly,

D.R. Monck,
Regional Director,
Excise Tax Administration,
Central Ontario Region.

/kmcc

1972: B9

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: GENERAL LEGISLATIVE GRANTS - CASH FLOW FOR 1972

1. It is proposed to pay 95 per cent of the 1972 General Legislative Grant within the calendar year 1972. The excess of the 1972 grant based on estimated costs and enrolment over the amount, exclusive of deficit assistance, received in early March 1972 will be paid in nine equal instalments.

2. Pending receipt of the 1972 Estimates, the 1972 grant, for purposes of the cash flow, is estimated to be 113 per cent of the 1971 grant.

3. The following schedule indicates the approximate monthly and cumulative percentages of the 1972 grant for each month:

	MONTHLY	YEAR TO DATE
March	9.6	9.6
April	9.5	19.1
May	9.5	28.6
June	9.5	38.1
July	9.5	47.6
August	9.5	57.1
September	9.5	66.6
October	9.5	76.1
November	9.5	85.6
December	9.5	95.1

4. These percentages may be reduced if the 1971 Financial Statements and the 1972 Estimates are not received by May 15, 1972.

5. Cheques in payment of the grants for secondary schools will be mailed by the 3rd working day of the month; those for elementary schools, by the 3rd working day after the 15th of the month.

6. It is planned to pay the balance of the 1971 General Legislative Grant as soon as possible after receipt of the 1971 Financial Statements and verification of the 1971 grant.

J. S. Stephen

J. S. Stephen,
Assistant Deputy Minister.

April 5, 1972.

c.c. Regional Directors of Education
Regional Business Administrators

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REIMBURSEMENT FOR COST OF EDUCATION IN TERRITORIAL DISTRICTS OR CROWN LANDS

Regulation 202 of the Revised Regulations of Ontario, as amended by Ontario Regulation 29/72, permits the Department of Education to reimburse a school board for the cost of education of a non-resident pupil who is placed in a detention and observation home established under The Provincial Courts Act.

In addition, the Department will reimburse a school board for the salaries of teachers who, with the approval of the Minister, have been assigned to conduct classes in a detention and observation home.

For such classes, the board may be reimbursed in an amount not in excess of $1,000 in each year for expenditures for consultative help and instructional supplies.

When a new classroom is opened in a detention and observation home, the board may be reimbursed in an amount not in excess of $3,000 for furniture and equipment.

The manner in which these reimbursements are to be claimed from the Department of Education will be described in the Instructions for the Financial Statements for the calendar year 1972.

J. S. Stephen
J. S. Stephen,
Assistant Deputy Minister.

April 5, 1972.

1972: B11

OFFICE OF
ASSISTANT DEPUTY MINISTER

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO: Regional Directors of Education
Directors of Education
Superintendents of Separate Schools

RE: Publication of 1971 Financial Statements

There is attached a copy of the form prescribed by the Ministry of Education under the provisions of subsection 7 of section 36 of The Secondary Schools and Boards of Education Act and of subsection 1 of section 89 of The Separate Schools Act by which the financial data for 1971 of a board are to be made available to its ratepayers or supporters.

The prescribed form provides the minimum information to be published; a board may wish to add further details or comparative figures for 1970. If an amount described as "other" is substantial in relation to the remaining figures in the statement, some description should be provided either in the body of such statement or in a footnote.

The required format for the Statement of Revenue and Expenditure is identical to Form G52-(2) of the 1971 Financial Statements required to be completed for the Ministry. All notes to the financial statements are an integral part of the statements and are to be published.

J. S. Stephen

April 13, 1972.

J. S. Stephen
Assistant Deputy Minister

Encls.

AUDITOR'S REPORT

To the............(Insert Official Name)............Board.

(Insert Official Name)..........................Board as at December 31, 1971 and the Revenue Fund Statement of Revenue and Expenditure and the Statement of Source and Application of Capital Funds for the year then ended. We have examined the Balance Sheet of the Our examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as we considered necessary in the circumstances.

In our opinion these Financial Statements present fairly the financial position of the Board as at December 31, 1971 and the results of its operations and the source and application of its capital funds for the year then ended, in accordance with accounting principles generally accepted for Ontario School Boards applied on a basis consistent with that of the preceding year.

....
MUNICIPAL AUDITOR'S SIGNATURE

City................................

Date................................

OFFICIAL NAME OF BOARD

BALANCE SHEET
AS AT DECEMBER 31, 1971

ASSETS

	Revenue Fund	Capital Fund	Reserve Fund
rrent Assets			
ash			
nvestments, at cost			
ccounts Receivable			
Municipalities (including under-requisitions)			
Government of Ontario			
Other			
ue from Other Funds			
ther Current Assets			
Total Current Assets			
ed Assets			
er Non Current Assets			
icit as at January 1, 1969 reduced by Ontario ernment Assistance in respect thereof			

LIABILITIES

	Revenue Fund	Capital Fund	Reserve Fund
rent Liabilities			
ank Indebtedness			
ccounts Payable and Accrued Liabilities			
Municipalities (including over-requisitions)			
Other			
ebt Charges Due and Unpaid			
ue to Other Funds			
her Current Liabilities			
Total Current Liabilities			
tured Debenture Debt			
rve for Working Funds			
ity in Reserve Funds			
er (specify)			
estment in Fixed Assets			

APPROVED ON BEHALF OF THE BOARD

Signature of Chairman

Signature of Chief Executive Officer

....
OFFICIAL NAME OF BOARD

REVENUE FUND

STATEMENT OF REVENUE AND EXPENDITURE

INSERT WHETHER FOR ELEMENTARY OR FOR SECONDARY SCHOOL PURPOSES

FOR THE YEAR ENDED DECEMBER 31, 1971

EXPENDITURE		
BUSINESS ADMINISTRATION	....	
COMPUTER SERVICES	....	
INSTRUCTION	....	
EDUCATIONAL SERVICES	....	
ATTENDANCE, HEALTH AND FOOD SERVICES	....	
PLANT OPERATION	....	
PLANT MAINTENANCE	....	
TRANSPORTATION	....	
TUITION FEES	....	
CAPITAL EXPENDITURES (NON-ALLOCABLE)	....	
OTHER OPERATING EXPENDITURE	....	
DEBT CHARGES ON CAPITAL BORROWING	....	
NON-OPERATING EXPENDITURE, EXCLUDING TRANSFERS TO RESERVES	....	
TOTAL EXPENDITURE		....
RECOVERIES OF EXPENDITURE		
OTHER SCHOOL BOARDS	....	
GOVERNMENT OF ONTARIO, TUITION FEES AND MISCELLANEOUS	....	
GOVERNMENT OF CANADA	....	
INDIVIDUALS	....	
OTHER REVENUE, EXCLUDING TRANSFERS FROM RESERVES	....	....
NET EXPENDITURE	....	....
FINANCED BY:		
GOVERNMENT OF ONTARIO GENERAL LEGISLATIVE GRANTS	....	
LOCAL TAXATION RAISED IN 1971 ON ACCOUNT OF 1971	....	
DECREASE (INCREASE) IN RESERVES	....	....
NET UNDER (OVER) REQUISITION ON ACCOUNT OF 1971 REQUIRED TO BE APPLIED TO 1972 TAXATION		══════════

NOTES:

1. A RECONCILIATION OF LOCAL TAXES RAISED IN 1971 TO LOCAL TAXATION RAISED IN 1971 ON ACCOUNT OF 1971 FOLLOWS:

LOCAL TAXATION RAISED IN 1971			....
LESS:			
1970 UNDER (OVER) REQUISITION AS PER AUDITED FINANCIAL STATEMENTS	....		
SUBSEQUENT ADJUSTMENTS RELATED TO 1970 OR PRIOR, AS SET OUT BELOW*	....	....	
1968 SURPLUS FROM PREDECESSOR BOARDS APPLIED IN 1971		....	....
LOCAL TAXATION RAISED IN 1971 ON ACCOUNT OF 1971			══════════

INCLUDED IN LOCAL TAXATION RAISED IN 1971 ON ACCOUNT OF 1971 ARE SUPPLEMENTARY TAXES, LICENSE FEES FOR TRAILERS, AND PAYMENTS IN LIEU OF TAXES.

____

OFFICIAL NAME OF BOARD

STATEMENT OF SOURCE AND APPLICATION OF CAPITAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 1971

SOURCE

Par Value of Debentures Issued ____________

Contributions from Governments

Canada ____________

Ontario ____________

Capital Expenditure from the Revenue Fund ____________

Other ____________

Total ____________

APPLICATION

Fixed Assets

Buildings ____________

Furniture and Equipment ____________

School Sites and Improvements thereto ____________

Buses ____________

Other ____________

Total ____________

Net Change in Capital Funds ____________

Unexpended Funds or (Amounts Not Permanently Financed)

Balance at Beginning of the Year ____________

Balance at the End of the Year ____________

1972: B12

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: TRANSPORTATION OF PUPILS

During the past six months, the Ministry of Education has been studying the method used in approving expenditures for student transportation with a view to developing a formula that more accurately reflects the actual cost of providing such transportation.

In this regard, I am pleased to announce that a formula has been developed for the calculation of an approved ceiling for each school board that relates directly to the number of vehicles, the size of vehicles, the number of pupils transported, and the number of miles travelled.

Other aspects of the revised method relate to public transit fares, unusual modes of transportation, transportation of handicapped pupils, joint use of vehicles and apportionment of transportation costs between boards and panels.

It is proposed that this revised method will be implemented as of September 1972. More specific information regarding the approved ceilings will be forwarded at an early date. A meeting of the appropriate board officials will be arranged in each region probably during the week commencing May 22, 1972.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

May 17, 1972.

c.c. Regional Directors of Education
Regional Business Administrators

OFFICE OF
ASSISTANT DEPUTY MINISTER

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: CAPITAL EXPENDITURE FORECAST - 1973

The Ministry of Education is now preparing to allocate Ontario Capital Aid Corporation debenture access for 1973 building and site projects.

In order to do this, and to ensure that the most essential items are given first consideration, each school board is to submit on the enclosed forms its Capital Expenditure Forecast for 1973. The forms are to be completed in triplicate and the original and first copy forwarded to the Regional Director of Education by October 13, 1972.

You are reminded that debenture funds cannot be made available to any board that fails to send in a forecast, nor will approvals for building proposals be given to capital expenditures until the forecast is received.

The staff in your Regional Office is ready to assist you with information or guidance in the preparation of the documents if you so desire.

In order to avoid delay in establishing allocations for 1973, it is essential that this information be filed by the date requested.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

June 5, 1972

cc Regional Directors of Education
Regional Business Administrators

1972: B14

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

MOWAT BLOCK, QUEEN'S PARK
TORONTO 182, ONTARIO

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: INFORMATION FOR WEIGHTING FACTORS FOR 1973

In order to calculate weighting factors for grant and expenditure purposes for 1973, additional data are required for pupil admissions and instructional salary categories. In future years, this information will be incorporated in the September Principal's Report; however, this special request is necessary as data collected in September 1972 will not be available in time to develop the weighting factors for 1973.

It is essential for the following information to be forwarded to the Regional Data Co-ordinator by July 15, 1972.

A. Admissions for September 1971 ONLY. DO NOT INCLUDE ADMISSIONS SUBSEQUENT TO SEPTEMBER 30, 1971.

I. One figure for elementary purposes that is the sum of the five items listed below for all schools or parts thereof for which a September 1971 Elementary School Principal's Report was submitted.

- beginners: students whose names were entered on the roll of a public or separate school for the first time (7 A).
- students enrolled previously in another public or separate school (7 B).
- students entering from private school (7 C).
- students re-entering this school after a period of non-attendance at any school (7 D).
- students entering from outside Ontario (7 E).

Continued....2

II. One figure for secondary purposes that is the sum of the five items listed below for all schools or parts thereof for which a September 1971 Secondary School Principal's Report was submitted.

- beginners: students whose names were entered on the roll of a secondary school for the first time (6 A).
- students enrolled previously in another school in Ontario (6 B).
- students entering from private schools (6 C).
- students entering from outside Ontario (6 D).
- students re-entering this school after a period of non-attendance at any school (6 E).

B. Salary Categories of Secondary School Teachers

Include all full-time secondary school teachers, other than supervisory officers, employed by the board as of September 1971 according to their salary category for the 1971-72 school year.

I. Full-time teachers and principals attached to a specific school on a full-time basis.	II. Other full-time teachers (such as co-ordinators, consultants and teachers not attached to a specific school on a full-time basis).
Category 1 ________	Category 1 ________
Category 2 ________	Category 2 ________
Category 3 ________	Category 3 ________
Category 4 ________	Category 4 ________
Other (specify) ________	Other (specify) ________

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

June 12, 1972.

c.c Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
Ontario

1972: B15

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: PURCHASE OF SCHOOL SITES

When a school site is purchased, Form G61 "Application for Approval for Grant Purposes of the Purchase of a School Site" is to be prepared.

PURCHASE BY AN EXPENDITURE FROM THE REVENUE FUND

Commencing with the grant for 1973, unless Form G61, which covers the purchase of a school site whose acquisition is reflected in the financial statements for a year, has been previously received by the Ministry or accompanies the financial statements for that year, no grant will be paid in respect of the acquisition of the site.

Where land for a site is being assembled over a period of years, one copy of Form G61 is to be used to cover all units of that site purchased during a calendar year.

PURCHASE BY AN EXPENDITURE FROM THE CAPITAL FUND

Where a site is purchased from the proceeds of a debenture sale, Form G61 should accompany Form G57 "Report on Debentures Sold." Commencing with the grant for 1973, the data contained in Forms G61 which are received after Form G57 will be used in the calculation of the grant on the debt charges for the year in which the Form G61 is received and for succeeding years, but no adjustment will be made in the grant on the debt charges for previous years.

G.H. Waldrum

G.H. Waldrum
Assistant Deputy Minister

July 4, 1972

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

1972: B16

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: PUPIL TRANSPORTATION EXPENDITURE ELIGIBLE FOR GRANT 1972 - 73

In past years, the determination of pupil transportation expenditure eligible for grant has been based on a maximum daily amount per pupil which varied depending on the distance from the pupil's home to the school. The Ministry has been aware that gathering data on the distance from home to school with respect to each pupil transported created a substantial work load, particularly for the enlarged boards.

Commencing September 1972, the Ministry is implementing a revised method of determining pupil transportation expenditure eligible for grant. This method is related to the vehicles that are employed, the total miles the vehicles travel, and to the total number of pupils transported. The input information required is more readily available and it is believed that the new approach will be more effective in recognizing the differences in pupil transportation needs.

Enclosed is a copy of the pupil transportation instructions for the year 1972-73. A supply of the required forms will be available through the Regional Offices in the near future.

G.H. Waldrum

G.H. Waldrum
Assistant Deputy Minister

August 11, 1972

encl.

cc. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

1972: B17

MEMORANDUM TO: Directors of Education
Superintendents of Separate Schools
Secretaries of School Boards

RE: UNEMPLOYMENT INSURANCE ACT 1971

The Unemployment Insurance Act 1971, Section 64 (4), provides that employers with Wage Loss Replacement Plans, including sick leave plans, may be granted a premium reduction that reflects the value of the plan to the Unemployment Insurance Commission. Information with respect to this provision has been distributed by the Commission periodically since July 1971.

In this regard you are reminded that the deadline for the registration of plans for premium reduction in 1973 is September 30, 1972. Form UIC 08 - 01 "Application for Premium Reduction" may be obtained from any District Office of the Unemployment Insurance Commission.

School boards wishing additional information should contact the Unemployment Insurance Commission, Employer Registration Section, P.O. Box 8020, Ottawa, Ontario. KIG 3PI (Phone 613 - 993-1764).

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

August 24, 1972

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

1972: B18

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: SCHOOL BOARD PER PUPIL EXPENDITURE SURVEY OF 1971 FINANCIAL STATEMENTS AND OF 1972 ESTIMATES

In September 1971, the Ministry of Education distributed to school boards information regarding the 1971 per pupil expenditure as shown in the Estimates for that year.

Comments received indicate that school boards found this information to be useful and the annual preparation of such reports was recommended.

Two analyses have been prepared this year in a slightly revised format, one based on the 1971 Financial Statements and the other based on the 1972 Estimates.

Boards are divided into three groups,

(a) defined cities
(b) counties and
(c) districts

and are listed within each group in ascending order of resident pupil enrolment.

The information provided in these reports pertains to divisional boards of education and combined Roman Catholic separate school boards only. Where information in respect of a board is missing, the Financial Statements and/or Estimates had not been received at the time the report was compiled.

The Ministry intends to prepare additional comparative analyses of the per pupil expenditure by function and by economic classification and to make this information available in the Regional Offices for boards that may wish further details. It is not expected that these reports will be completed until October.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

September 8, 1972.

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
Ontario

1972: B19

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: RENTAL OF ACCOMMODATION FOR INSTRUCTIONAL PURPOSES

A portion of the capital element included in rent for accommodation for instructional purposes is recognized for purposes of legislative grant.

Where a board rents such accommodation an approval for grant purposes must be secured from the Regional Director of Education. The need for the accommodation should be established in a manner similar to the justification of need for permanent accommodation.

For purposes of legislative grant, application for approvals of existing rentals for instructional purposes for 1973 should be made prior to November 1, 1972, and, in the case of subsequent new rentals, in advance of commitments.

Further details with respect to approvals are available from the Regional Director of Education or the Regional Business Administrator.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

September 25, 1972

c. c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

1972: B20

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: AMENDMENT TO INSTRUCTIONS RE PUPIL TRANSPORTATION FOR THE SCHOOL YEAR JULY 1972 - JUNE 1973

SCHOOL TO SCHOOL TRANSPORTATION OF CLASSES

In respect of school-to-school transportation, Item 4(1) of the Instructions limits eligibility as recognized extraordinary expenditure for general legislative grant purposes to transportation to a natural science school (until December 31, 1972), or to a school for a course of study in home economics, industrial arts or computer science.

For the school year 1972-73, the definition of school-to-school transportation is being broadened to become -

> transportation on a regular basis (i.e. weekly or at least once during each cycle) of classes of pupils from one school to another for a course of study requiring special facilities and/or equipment.

For the school year 1972-73, Form ME308, notwithstanding Note (1) thereon, is to show in Column 3 the subjects in accordance with the expanded definition.

The Ministry is considering categorizing, subsequent to July 1973, all transportation, other than that for home-to-school and return, as ordinary expenditure. Under such circumstances, school-to-school transportation would be subject to the rate of grant on ordinary expenditure within the ceiling provisions.

Boards will be advised of the decision in sufficient time to incorporate the results in the 1973 Estimates.

TRANSPORTATION OF HANDICAPPED AND TRAINABLE RETARDED PUPILS

The provisions in Item 3 B, of the Instructions are in respect of Regular Day School.

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Ministry of Education, Ontario

[illegible]

APPORTIONMENT OF COST AND MAXIMUM EXPENDITURE ELIGIBLE FOR GRANT BY BOARDS OF EDUCATION

An amendment to the UNIFORM CODE OF ACCOUNTS FOR SCHOOL BOARDS MANUAL will be distributed within the next few weeks. Incorporated in the revision will be the accounts necessary to reflect transportation expenditure in accordance with the formula introduced effective July, 1972.

Item 5(2) of the Instructions provides that the maximum expenditure eligible for grant is to be apportioned between elementary and secondary panels of a board of education in the same ratio that the expenditure is charged to each panel. The Uniform Code of Accounts provides that the allocation of certain shared costs, based on detailed studies and confirmed by the auditor, would be acceptable for the annual audited financial statements and for the computation of Provincial grants. Boards are advised that where this provision is applied in respect of the proration of the maximum expenditure eligible for grant, the results may be quite distinct from the ratio of expenditure charged to each panel. Where the board avails itself of the option in the Uniform Code of Accounts, the approval by the auditor of the proration is deemed to constitute the approval of the Ministry to which reference is made in Item 5(2) of the Instructions.

GENERAL

In connection with the implementation of the new transportation plan, the Ministry will review, upon request, any special problem situations.

G.H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

October 26, 1972

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

1972: B21

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: AMENDMENTS TO UNIFORM CODE OF ACCOUNTS FOR SCHOOL BOARDS

The Ministry of Education has prepared an addition to the Manual entitled "Uniform Code of Accounts for School Boards". Copies of the revised pages are being distributed.

These pages bring the financial reporting requirements into line with the amendments made, effective July 1972, to the transportation formula.

The changes, other than to transportation, eliminate references no longer applicable and amplify descriptions for which a need for clarification was expressed.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

November 7, 1972.

Encl.

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
Ontario
M7A 1L2

JAN 1 2 1973

1972: B 25

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: ADJUSTMENT TO 1972 SPECIAL EDUCATION WEIGHTING FACTOR (FOR EXPENDITURE CEILING PURPOSES)

Explanatory material concerning GRANT WEIGHTING FACTORS and EXPENDITURE WEIGHTING FACTORS accompanied Business Memorandum 1971: B12 re General Legislative Grants.

It was indicated therein that for elementary school purposes an adjustment to the weighting factor used to determine the expenditure ceilings in 1972 would be made because of the difference between the special education weighting factor as published and a special education weighting factor derived in a comparable manner but using 1972 data. It was stated that the adjustment would be effective September, 1972.

Upon request, the adjustment will be calculated where there has been an increase in the extent of special education services between September, 1970 and September, 1972. However, where it is estimated that the board's expenditure will be less than the ceiling calculated using the published factor, the adjustment is inoperative.

A board that intends to use this provision should notify the Regional Director of Education by January 15, 1973.

G.H. Waldrum
G. H. Waldrum
Assistant Deputy Minister

December 18, 1972

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973: B1

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JAN 23 1973
THE ONTARI TUTE
IN EDUCATION

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: SURVEY - TRANSPORTATION OF PUPILS

At the present time, the Ministry of Education is engaged in the preparation of a comprehensive manual on school transportation systems. This manual will serve as an operating handbook for management purposes. It will contain sections on pupil safety and service policies, organization and staffing, route design and implementation, and contractual arrangements with private operators. In order to complete this undertaking, we would ask your co-operation in filling out the enclosed survey, which is being sent to all school boards in the Province.

The Ministry has engaged the firm of Peter Barnard Associates who will prepare the manual with the co-operation and assistance of the Transportation Committee of the Ontario Association of School Business Officials. If you have any questions concerning this survey, please do not hesitate to call Dr. Barnard in Toronto at (416) 921-2135.

It would be appreciated if the completed forms could be returned to Peter Barnard Associates, 62 Charles Street East, Toronto, M4Y 1T1, by January 22, 1973. The results of the survey and the manual should be available to you early in 1973.

G.H. Waldrum
G. H. Waldrum
Assistant Deputy Minister

January 3, 1973

c.c. Regional Directors of Education
Regional Business Administrators

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JAN 17 1973

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
Ontario

1973: B2

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: FURTHER AMENDMENTS TO INSTRUCTIONS RE PUPIL TRANSPORTATION FOR THE SCHOOL YEAR JULY 1972 - JUNE 1973

SCHOOL-TO-SCHOOL TRANSPORTATION OF CLASSES

Boards were informed in Business Memorandum 1972: B20 that the definition of 1972-73 school-to-school transportation had been broadened from that in Item 4(1) in the Instructions. The original definition made reference to "transportation to a natural science school that is owned by a board". The Ministry wishes to clarify, in respect of transportation to natural science schools, that the broadened definition is not to be interpreted as being restricted to natural science schools owned by boards.

Business Memorandum 1972: B20 also stated that the Ministry was considering categorizing, subsequent to July 1973, all transportation, other than home-to-school and return, as ordinary expenditure but that boards would be advised of the decision in sufficient time to incorporate the results in their 1973 estimates. The decision that has been reached is that school-to-school transportation, based on the expanded definition in Business Memorandum 1972: B20 and the revised instructions above, will not be categorized as ordinary expenditure, but rather, will continue to be eligible to be recognized extraordinary expenditure in 1973 and in subsequent years.

FIELD TRIPS, ETC.

Transportation expenditure, other than school-to-school and home-to-school and return, may, in 1973, at the option of the board, be categorized, in part or in total, as ordinary expenditure and hence, within the ceilings and subject to the rate of grant thereon, or as unapproved extraordinary expenditure. However, in 1974, such expenditure will be categorized as ordinary expenditure and will, therefore, be subject to the ceiling limitations.

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G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister

January 8, 1973.

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973: B 3

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FEB 12 1973
THE ONTARIO INSTITUT
FOR STUDIES IN EDUCAT

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: FINANCING OF CAPITAL PROJECTS

It has come to the attention of the Ministry through its contact with the Ontario Education Capital Aid Corporation that certain boards are financing capital expenditures by the issuance of short-term debentures, and are arranging to have such debentures backdated for a rather longer than normal period of time. As you may know, funds for the Ontario Education Capital Aid Corporation are likely to be significantly reduced for the fiscal year 1973-74, and it is therefore essential that these funds be used for projects which require long-term financing.

The 1973 Grant Regulation will make reference to the proportion and type of debenture debt charges which may be approved for both grant and subsidy purposes. However, the Grant Regulation will not contain specific requirements for debt charges insofar as recognized extraordinary expenditure is concerned. This memorandum is, therefore, to inform you of the Ministry's intention for 1973 and subsequent years with respect to grant and subsidy on debenture debt payments.

Debenture debt charges payable for 1973 will be limited for grant and subsidy purposes to those arising from:

a) debentures sold on or before March 31, 1973,

b) debentures sold subsequent to March 31, 1973 with a term of not less than five years, and that are not backdated more than three months from the date of sale thereof.

It is intended that this policy will be continued for years subsequent to 1973 and will apply both to debentures sold to the Ontario Education Capital Aid Corporation and to those purchased by other investors.

G H Waldrum

G. H. Waldrum
Assistant Deputy Minister

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January 23, 1973

cc. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

[illegible]

FEB 14 1973

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973:B4

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: SITE PURCHASES

Subsection 1 of Section 61 of The Schools Administration Act confers authority on every school board to acquire by purchase, lease or expropriation a school site that is within its area of jurisdiction.

You are advised that sites acquired by a board under this authority will be recognized for purposes of legislative grant only if prior approval of purchase is obtained from the Ministry of Education. Such approval is to be sought by submitting a completed Form G60 (New) "Application for Allocation Approval" to the Regional Office of the Ministry of Education for each site to be purchased.

The procedure for the use of Form G60, which has until now been used for site purchases to be financed by the sale of debentures only, will be extended to cover all site purchases. The use of Form G61 "Application for Grant Approval of a Site" will remain unchanged.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

February 3, 1973

c.c. Regional Directors of Education
Regional Business Administrators

FEB 14 1973

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

M7A 1L2

1973: B5

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: CO-OPERATIVE PLANNING OF SCHOOL FACILITIES

On November 20, 1972, the Honourable Thomas L. Wells, Minister of Education, in a memorandum to all Ontario school boards, outlined the position of the Ministry of Education on co-operative planning and the justification of need for school facilities.

To facilitate the process of co-operative planning and the exchange of information with respect to proposals involving the creation of new pupil places, a format is now available from the Regional Offices. It is anticipated that the co-operative information document, which is to be signed by the chief executive officers of all the boards in the review area, will be helpful to boards in carrying out the kind of review which will ensure that the need for the spaces proposed is justified, and that every reasonable alternative has been fully explored.

The Regional Offices are available to assist boards in completing the documentation required in connection with building proposals. Updated information on the population and number of live births by municipality is available from the Regional Director of Education, and information on population by age groups is available from most of the Regional Assessment Offices.

It is suggested that the initiating board invite the other board(s) to discuss the enrolment changes, and the availability and possible use of existing space to accommodate students, before the proposal is forwarded to the Ministry.

The intent of the new procedure is to ensure that a thorough study is completed before public funds are invested to create additional school accommodation, particularly at a time when enrolments are beginning to decline.

Your co-operation in studying jointly the factors relating to the need for additional new facilities is in the interest of the taxpaying public and the boards concerned.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

January 31, 1973

c.c. Regional Directors of Education

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973: B 6

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MAR 6 - 1973
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: COMMUNITY USE OF SCHOOLS

Boards were advised in Business Memorandum 1972: B7 that 1972 expenditure attributed to community use of schools could, upon application to the Minister before a prescribed date, be removed from ordinary expenditure and hence, be not subject to the provisions in respect of limitation on ordinary expenditure, General Legislative Grants and Education Mill Rate Subsidy.

Expenditure of this nature and certain other items which will be described in the 1973 General Legislative Grants Regulation as being of an exceptional nature and termed "supplementary expenditure" will, upon application, be accorded a similar treatment in 1973.

Where a board makes application in respect of such expenditure, the prerogative will remain with the board, subject to the condition that the actual expenditure for the year is equal to or in excess of the estimated expenditure upon which the application was based, to utilize such portion of the application approved, as the board deems expedient.

Applications in respect of community use of schools should be forwarded on or before April 16, 1973 to the School Business and Finance Branch, Ministry of Education, 21st Floor, Mowat Block, Toronto, Ontario, M7A 1M1.

As in 1972, expenditure attributed to the community use of schools means the expenditure of a board other than an expenditure for programs and services provided by the board in respect of day and evening classes and summer schools.

The details of the calculation should take into account such factors as the number of hours of community use, the approach taken to account for the proportion of each building used, the fraction of the expenditure for plant operation and maintenance considered applicable, the estimated revenue from such use and any other data that the board considers relevant. The letter should also indicate the portion of the total cost for the community use of the schools that the board wishes to remove from ordinary expenditure.

Within five days of the receipt of the requested information, the board will be advised of the maximum amount of the transfer that has been approved by the Minister.

G H Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

February 14, 1973.

c.c. Regional Directors of Education
Regional Business Administrators

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0.9713

Ministry of Education, Ontario

In reply please refer to file:

Floor
Mowat Block, Queen's Park
Toronto
Ontario
M7A 1L2

Telephone 416/965-

1973: B7

MEMORANDUM TO: CHAIRMEN OF SCHOOL BOARDS

RE: REGULATIONS FOR 1973 GENERAL LEGISLATIVE GRANTS AND APPORTIONMENT OF 1973 REQUISITIONS

Enclosed is a booklet which contains both of the above-noted Regulations. There is also included a document entitled "Significant Changes in the Regulations for 1973 General Legislative Grants and Apportionment of 1973 Requisitions".

While the latter document contains a summary of the major changes for 1973, the Regulations should be read for a more complete understanding of the details. Assessment equalization factors for 1973 for use in connection with both Regulations may be obtained from your Regional Office of the Ministry of Education.

Thomas L. Wells

Thomas L. Wells,
Minister of Education.

February 26, 1973.

Encls.

c.c. Directors of Education,
Superintendents of Separate Schools,
Secretary-Treasurers,
Regional Directors of Education,
Regional Business Administrators.

SIGNIFICANT CHANGES IN THE REGULATIONS FOR 1973 GENERAL LEGISLATIVE GRANTS AND APPORTIONMENT OF 1973 REQUISITIONS

The more important changes for 1973 are given below but Ontario Regulations 80/73 and 81/73 should be read for specific details.

PAGE	SECTION	ASSESSMENT
4	1, para. 15	(1) The assessment used in the calculation of the 1973 General Legislative Grants is that contained on the last revised assessment roll to be used for taxation purposes in 1973.
5	1, para. 26	(2) The assessment is to be equalized by use of assessment equalization factors for 1973.
4	1, para. 16	(3) The provincial average equalized assessment for purposes of the 1973 grant is $51,500 in the case of an elementary-school pupil and $121,500 in the case of a secondary-school pupil.
		ENROLMENT
3	1, Para. 9(i)c	(1) Enrolment for purposes of the 1973 grant includes the equivalent full-time enrolment of pupils who are registered for part-time attendance other than half-day or alternate-day attendance.
3	1, para. 9(ii)	(2) Each trainable retarded pupil is treated as 1.5 pupils.
3	1, para. 6(ii)	(3) Adjusted average daily enrolment for 1973 includes, where the average daily enrolment of resident-internal pupils for 1973 has decreased from that in 1972, 30 per cent of such decrease.
		SUPPLEMENTARY EXPENDITURE
7	1, para. 34	(1) Supplementary expenditure includes expenditure related to, (a) the community use of schools, (b) the salaries of teachers whose services are provided free of charge to schools in hospitals and other charitable institutions, (c) medical and dental inspection services, (d) the net cost of operating schools exclusively for deaf and orthopaedic pupils, and (e) the net cost of providing transportation of pupils other than from home to school or from school to school.

PAGE	SECTION	
7 6	1, para. 34 1, para. 31(i)k	(2) The amount of supplementary expenditure is subject to the approval of the Minister. The board may designate any portion of the amount so approved for removal from ordinary expenditure. The amount thus designated is not eligible either for grant or for subsidy.

ORDINARY EXPENDITURE

PAGE	SECTION	
7	1, para. 32	(1) Ordinary expenditure per resident-internal pupil for 1972 is the lesser of the ordinary expenditure per resident-internal pupil in 1972 and the expenditure per resident-internal pupil that was within the board's expenditure ceiling for 1972.
6 6 and 7	1, para. 31(i)j and k 1, para. 31(ii)i and j	(2) Ordinary expenditure for 1973 excludes designated supplementary expenditure and expenditure in connection with the relocation of portable classrooms. Accrued interest receivable on debentures at date of their sale and amounts received for the transportation of pupils to and from school and from school to school are not deductions in the calculation of ordinary expenditure.
10	7	(3) The CEILINGS ON ORDINARY EXPENDITURE FOR 1973 are determined in a manner similar to that used in 1972. The basic ceilings of $595 elementary and $1,100 secondary have been increased to $630 and $1,130 respectively. However, the provision in respect of French-language instruction is over and above the weighted $60 or $75 limitation on the rate of approach toward the basic ceilings. No board's ceiling in 1973 on ordinary expenditure per resident-internal pupil, inclusive of the provision in respect of French-language instruction, will be less than 103 per cent elementary or 102 per cent secondary of its ordinary expenditure per resident-internal pupil for 1972.
11	8	(4) THE RATE OF GRANT on recognized ordinary expenditure is determined by the formula 100 - (36.500 x assessment index)
11	9(2)	(5) FLOOR FOR GRANT ON ORDINARY EXPENDITURE per pupil for 1973 for a board that received floor protection in 1973 is 90 per cent of the 1972 grant per pupil, adjusted for changes in assessment.

PAGE	SECTION	ASSISTANCE FOR FRENCH-LANGUAGE INSTRUCTION
5 7 10	1, Para. 29 1, Para. 33(ii)b 7,(a)(ii)	The increase in average daily enrolment for French-language instruction raises the ceilings for both grant and expenditure purposes including those for boards whose ceilings are affected by the $60 or $75 limitation.
		EXTRAORDINARY EXPENDITURE
8	1, para. 37(vii)	(1) Extraordinary expenditure includes expenditure for the relocation of portable classrooms.
		(2) RECOGNIZED EXTRAORDINARY EXPENDITURE FOR 1973 includes,
8	1, para. 39(ii)	(a) board, lodging and weekly transportation expenditure for a pupil who resides more than 75 miles from the school that he attends up to a maximum of $5 per day. For a pupil who resides less than 75 miles from the school that he attends the maximum remains at $4.25 per day.
8	1, para. 38	(b) pupil accommodation charges of $55 elementary and $110 secondary.
9	1, para. 39(vii)	(c) expenditure for the relocation, approved by the Minister, of a portable classroom up to a maximum of $2,000.
		SPECIAL ASSISTANCE FOR DEBENTURE DEBT CHARGES
12	13	In respect of debentures issued prior to the 1st day of January, 1970, a board shall be paid in 1973 a sum equal to the excess of unapproved debt charges payable in 1973 on such debentures over the sum calculated at .75 mills in the dollar upon the equalized assessment of the board.
		BOARDS ON TAX-EXEMPT LAND
12	14(2)(a)(vi)	Cost of operating for such boards excludes pupil accommodation charges in fees payable.
		ISOLATE BOARDS
13	18	For 1973, the grant for an isolate board is the amount by which the net revenue fund expenditure ACCEPTABLE TO THE MINISTER exceeds the yield on the equalized assessment of, (a) in the case of a non-district municipality, 7 mills, and (b) in the case of a district municipality, the mill rate for elementary-school purposes of the enlarged board having jurisdiction in the district municipality.

..... 4

PAGE	SECTION	EDUCATION MILL RATE SUBSIDY
13	19(1)(c)(ii)	(1) SUBSIDIZABLE EXPENDITURE includes unapproved debt charges payable in 1973 in respect of debentures issued after March 31, 1973 only if the debentures are authorized by the Minister and excludes transfers from the capital fund that are not designated by the Minister as deductible items.
14	20(1)	(2) In 1973, the point at which subsidy commences is, in the case of a whole municipality, $1\frac{1}{2}$ equalized mill over the 1969 post-subsidy break-even mill rate (up from 1 mill in 1972) and, in the case of a predecessor-board area, $3\frac{1}{2}$ equalized mills over the 1969 post-subsidy break-even mill rate (up from 2 mills in 1972).

ASSISTANCE FOR ADJUSTED DEFICITS

15	22	In 1973, the Province will pay the remaining 1/3 of the adjusted deficit, as at December 31, 1968, of a board that became part of a divisional board of education or a county or district combined separate-school board on January 1, 1969.

APPORTIONMENT OF 1973 REQUISITIONS

25 24	2 and 3 1(a) and (b)	For a divisional board, the 1973 requisition will be apportioned among the supporting municipalities in the ratio of equalized assessment; equalized assessment means the assessment as shown on the last revised assessment roll used for taxation purposes in 1973 adjusted by the assessment equalization factor for 1973. The process will be simpler than in 1972 because interest on adjusted deficits is no longer chargeable.

February 23, 1973.

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973: B8

APR 4 - 1973

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: AMENDMENT TO 1973 GENERAL LEGISLATIVE GRANTS REGULATION

1. Paragraph 16 of section 1 of the 1973 General Legislative Grants Regulation (Ontario Regulation 80/73) has been amended to read as follows:

   > "assessment index" for a board means the quotient, correct to five places of decimals, obtained by dividing the assessment per weighted pupil for 1973 by,
   >
   > i. $52,500 in the case of a public school board or separate school board, or
   >
   > ii. $123,500 in the case of a secondary school board.

2. Page 12 of Form ME-323-5 (the 1973 Estimates Form) is to be correspondingly altered by changing the amount $51,500 in Item 13.1.4 to $52,500 and by changing the amount $121,500 to $123,500.

3. With respect to the 5 per cent of the gross receipts payable in 1973 by telephone and telegraph companies through municipalities, boards are reminded that the portion applicable for public elementary school purposes and for secondary school purposes is to be converted into equivalent assessment in accordance with the provisions of paragraph 20 of section 1 of the 1973 General Legislative Grants Regulation and paragraph "d" of section 1 of the Regulation - Apportionment 1973 Requisitions (Ontario Regulation 81/73).

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

March 21, 1973

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973: B9

APR 4 - 1973

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: PUBLICATION ENTITLED "MANAGING SCHOOL TRANSPORTATION"

The Ministry of Education has prepared a handbook on the management of school transportation systems. This handbook has been prepared as a resource document for school boards in designing and managing their school transportation systems. It contains sections on safety and service policies, organization and staffing, route design and implementation, contractual arrangements with private operators, and board-owned operations.

Copies of the handbook will be forwarded in the near future to all school boards in Ontario. If a school board feels there is a need to discuss the contents of the handbook, a meeting may be arranged with the Regional Office.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

March 22, 1973

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario

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1973 B: 10

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: GENERAL LEGISLATIVE GRANTS - CASH FLOW FOR 1973

1. It is proposed to pay 95 per cent of the 1973 General Legislative Grant within the calendar year 1973.

2. Pending receipt of the 1973 Estimates, the 1973 grant, for purposes of the cash flow, is estimated to be 106 per cent of the 1972 grant, exclusive of deficit assistance.

3. The following schedule indicates the approximate monthly and cumulative percentages of the 1973 grant for each month:

	MONTHLY	YEAR TO DATE
March	10.2	10.2
April	10.0	20.2
May	9.4	29.6
June	9.4	39.0
July	9.4	48.4
August	9.4	57.8
September	9.3	67.1
October	9.3	76.4
November	9.3	85.7
December	9.3	95.0

4. These percentages may be reduced if the 1972 Financial Statements are not received by May 15, 1973 or the 1973 Estimates by June 1, 1973.

5. Cheques in payment of the grants for secondary schools will be mailed by the 3rd working day of the month; those for elementary schools, by the 3rd working day after the 15th of the month.

6. It is planned to pay the balance of the 1972 General Legislative Grant as soon as possible after receipt of the 1972 Financial Statements.

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9M

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

April 16, 1973.

c.c Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario

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1973: B11

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MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: GENERAL LEGISLATIVE GRANTS - CASH FLOW FOR 1973

This is further to the information in Business Memorandum 1973: B10 concerning the above subject.

The Ministry advises that, following discussions with Management Board of Cabinet, an amendment to the schedule of monthly advances on account of 1973 General Legislative Grants is being made in an effort to approximate more closely the cash requirements facing school boards. Consequently, the schedule in paragraph 3 of Business Memorandum 1973: B10 is amended to become as follows:

	MONTHLY	YEAR TO DATE
March	10.2	10.2
April	10.0	20.2
May	12.3	32.5
June	12.3	44.8
July	12.2	57.0
August	2.0	59.0
September	9.0	68.0
October	9.0	77.0
November	9.0	86.0
December	9.0	95.0

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 11, 1973.

.9713
9/k

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto
Ontario
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1973: B 12

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O.I.S.E.

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: PUBLICATION OF 1972 FINANCIAL STATEMENTS

Attached is a copy of the form prescribed by the Ministry of Education under the provisions of subsection 7 of section 36 of The Secondary Schools and Boards of Education Act and of subsection 1 of section 89 of The Separate Schools Act by which the financial data for 1972 of a board are to be made available to its ratepayers or supporters.

The prescribed form provides the minimum information to be published; a board may wish to add further details or comparative figures for 1971. If an amount described as "other" is substantial in relation to the remaining figures in the statement, some description should be provided either in the body of such statement or in a footnote.

The required format for the Statement of Revenue and Expenditure is identical to Form ME 325-2 of the 1972 Financial Statements required to be completed for the Ministry. All notes to the financial statements are an integral part of the statements and are to be published.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 14, 1973.

Encls.

c.c. Regional Directors of Education
Regional Business Administrators

AUDITOR'S REPORT

To the....(Insert Official Name)....Board.

We have examined the Balance Sheet of the (Insert Official Name)....Board as at December 31, 1972 and the Revenue Fund Statement of Revenue and Expenditure and the Statement of Source and Application of Capital Funds for the year then ended. Our examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as we considered necessary in the circumstances.

In our opinion these Financial Statements present fairly the financial position of the Board as at December 31, 1972 and the results of its operations and the source and application of its capital funds for the year then ended, in accordance with accounting principles generally accepted for Ontario School Boards applied on a basis consistent with that of the preceding year.

....
MUNICIPAL AUDITOR'S SIGNATURE

City................................

Date................................

OFFICIAL NAME OF BOARD

BALANCE SHEET
AS AT DECEMBER 31, 1972

ASSETS

	Revenue Fund	Capital Fund	Reserve Fund
Current Assets			
Cash			
Investments, at cost			
Accounts Receivable Municipalities (including under-requisitions)			
Government of Ontario			
Other			
Due from Other Funds			
Other Current Assets			
Total Current Assets			
Fixed Assets			
Other Non Current Assets			
Deficit as at January 1, 1969 reduced by Ontario Government Assistance in respect thereof			

LIABILITIES

	Revenue Fund	Capital Fund	Reserve Fund
Current Liabilities			
Bank Indebtedness			
Accounts Payable and Accrued Liabilities Municipalities (including over-requisitions)			
Other			
Debt Charges Due and Unpaid			
Due to Other Funds			
Other Current Liabilities			
Total Current Liabilities			
Unmatured Debenture Debt (less sinking funds)			
Reserve for Working Funds			
Equity in Reserve Funds			
Other (specify)			
Investment in Fixed Assets			

APPROVED ON BEHALF OF THE BOARD

Signature of Chairman

Signature of Chief Executive Officer

....
OFFICIAL NAME OF BOARD

REVENUE FUND
STATEMENT OF REVENUE AND EXPENDITURE

INSERT WHETHER FOR ELEMENTARY OR FOR SECONDARY SCHOOL PURPOSES

FOR THE YEAR ENDED DECEMBER 31, 1972

EXPENDITURE

BUSINESS ADMINISTRATION ....
COMPUTER SERVICES ....
INSTRUCTION ....
EDUCATIONAL SERVICES ....
ATTENDANCE, HEALTH AND FOOD SERVICES ....
PLANT OPERATION ....
PLANT MAINTENANCE ....
TRANSPORTATION ....
TUITION FEES ....
CAPITAL EXPENDITURES (NON-ALLOCABLE) ....
OTHER OPERATING EXPENDITURE ....
DEBT CHARGES ON CAPITAL BORROWING ....
NON-OPERATING EXPENDITURE, EXCLUDING TRANSFERS TO RESERVES ....

TOTAL EXPENDITURE ....

RECOVERIES OF EXPENDITURE

OTHER SCHOOL BOARDS ....
GOVERNMENT OF ONTARIO, TUITION FEES AND MISCELLANEOUS ....
GOVERNMENT OF CANADA ....
INDIVIDUALS ....
OTHER REVENUE, EXCLUDING TRANSFERS FROM RESERVES ....

NET EXPENDITURE ....

Net Expenditure Financed By:

Government of Ontario
General Legislative Grants .... ______________

Local Taxation:

1971 Over (Under) Requisition ...... ______________

Local Taxation Raised In 1972 ...... ______________

Decrease (Increase) In Reserves.... ______________ ______________ ______________

Net Under (Over) Requisition Required
To Be Applied To 1973 Taxation .... ______________

NOTES :

(1) Other revenue includes transfers from the capital fund, proceeds from the sale of assets, insurance claims, earnings on temporary investments, reimbursements for services and other miscellaneous items that are in the nature of recovery of expenditure.

(2) Local taxation includes the total of the 1972 requisition on municipalities, supplementary taxes, license fees for trailers, taxes levied directly by school boards and any other amounts provided by municipalities over and above the requisition.

____
OFFICIAL NAME OF BOARD

STATEMENT OF SOURCE AND APPLICATION OF CAPITAL FUNDS FOR THE YEAR ENDED DECEMBER 31, 1972

SOURCE

Par Value of Debentures Issued		
Contributions from Governments		
Canada		
Ontario		
Capital Expenditure from the Revenue Fund		
Other		
Total		

APPLICATION

Fixed Assets		
Buildings		
Furniture and Equipment		
School Sites and Improvements thereto		
Buses		
Other		
Total		
Net Change in Capital Funds		
Unexpended Funds or (Amounts Not Permanently Financed)		
Balance at Beginning of the Year		
Balance at the End of the Year		

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto
Ontario
M7A 1L2

1973:B13

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MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: LAMINATED STRUCTURAL WOOD BEAMS IN SCHOOLS

Early in 1972 the Ministry of Education became aware of potential problems of delamination in certain wood beams at one time manufactured by Glulam Products Limited, British Columbia. At that time, it was determined from company records and information from distributors the schools in Ontario that contained such beams manufactured by this company during a prescribed period of time. The data was forwarded to all school boards affected, with a detailed recommended procedure. However, in view of the possibility that some examples were not recorded, the attention of all boards in Ontario is drawn to this problem with the recommendation that their records of construction for schools containing laminated wood beams be examined and appropriate investigation undertaken. The basic data is as follows:

(1) In the period 1969-1970-early 1971, a questionable process in the lamination procedure by Glulam Products Limited, British Columbia, was used in the manufacture of glue laminated wood beams. Examples of bond failure along the glue lines have been reported in beams produced in this period to an extent which leaves in doubt the ability of the members to carry safely their design loads.

(2) A number of schools in Ontario are reported to contain laminated beams manufactured by this company during the questionable period and where they can be identified, the boards have been notified. However, it is recommended that ALL boards undertake an inspection procedure if they have school buildings in their jurisdiction containing glue-laminated structural wood beams supplied in the period 1968-1971:

   (a) Engage a competent structural engineer with recognized experience in the behaviour of laminated timber, or other authority recommended by the Ministry of Natural Resources, to carry out an inspection of all members as described used in structural applications.

(over)

(b) Take such remedial action as may be recommended after such inspection.

(c) Establish a program of periodic inspection in those cases where any current delamination is such as not to merit remedial work.

(d) Request the consultant to obtain the Guide to Inspection Techniques available through the Canadian Forestry Service, Department of Environment.

(e) Forward to the Ministry of Education, Architectural Services, two copies of inspection results and action taken.

A copy of a letter dated February 7, 1973, from the Canadian Underwriters' Association is appended to this memorandum.

G.H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 24, 1973.

c.c. Regional Directors of Education
Regional Business Administrators

Ministry of Education, Ontario
Mowat Block Queen's Park
Toronto 182
Ontario

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1972-73
No. E

MEMORANDUM TO: DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

SUBJECT:
1. SECONDMENT OR LEAVE OF ABSENCE FOR STAFF
2. MINISTRY PUBLICATIONS FORWARDED TO COORDINATORS AND OTHER TEACHERS LOCATED IN A CENTRAL OFFICE OF THE BOARD

1. SECONDMENT OR LEAVE OF ABSENCE FOR STAFF

It is recommended by the Minister of Education that school boards approve secondment or leave of absence where possible, for a member of staff who receives an appointment abroad or any other appointment outside the board's jurisdiction, rather than requiring resignation from the present position.

In the case of secondment, the board continues to pay the teacher and is reimbursed by the secondment agency. In the case of leave of absence without pay, a teacher makes his own financial arrangements with the secondment agency.

2. MINISTRY PUBLICATIONS FORWARDED TO COORDINATORS AND OTHER TEACHERS LOCATED IN A CENTRAL OFFICE OF THE BOARD

In response to Memorandum 1972-73: No. A forwarded to Directors of Education and Superintendents of Separate Schools, a special mailing list has been set up by the Ministry in order that coordinators, consultants, and other teachers located in central offices of the board may receive copies of Ministry publications, such as, "New Dimensions", Curriculum Guidelines, and other Circulars of special interest to them.

These publications will be mailed in bulk and addressed to "Coordinators and Other Teachers" in the board office. It is suggested that, where applicable, the employee in charge of incoming mail be given this information so that the copies will be distributed to the appropriate, interested personnel.

G. H. Waldrum

G. H. Waldrum
Assistant Deputy Minister

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November 9, 1972

c.c. Regional Directors of Education